City of Cedar Rapids
Historic Preservation Commission

Community Development & Planning Department, City Hall, 101 First Street SE, Cedar Rapids, IA 52401, 319-286-5041

MEETING NOTICE
The City of Cedar Rapids Historic Preservation Commission will meet at:

4:30 P.M.
Thursday, November 9, 2017
in the
Five Seasons Room, City Services Center
500 15th Avenue SW, Cedar Rapids, Iowa

AGENDA

Call Meeting to Order

1. Public Comment
   Each member of the public is welcome to speak and we ask that you keep your comments to five (5) minutes or less. If the proceedings become lengthy, the Chair may ask that comments be focused on any new facts or evidence not already presented.

2. Approve Meeting Minutes

3. Action Items (20 Minutes)
   a) 2018 Historic Preservation Commission Work Plan

4. Discussion Items (30 minutes)
   a) Alleyway Vacation between 4th and 5th Avenue SW between 1st and 2nd Streets SW
   b) Bever Park Bridge Subcommittee Update
   c) Historic District Guideline Update

5. Announcements

6. Adjournment
Members Present:    Mark Stoffer Hunter    Chair    Called in
Amanda McKnight-Grafton
Tim Oberbroeckling
Ron Mussman
Barb Westercamp

Members Absent:    BJ Hobart
Todd McNall
Heather Sundermann

City Staff:                Jeff Hintz, Planner
Iván Gonzalez, Planner

Call Meeting to Order
• Amanda McKnight Grafton will act as Chair since Mark Stoffer Hunter called into the meeting.
• Amanda McKnight Grafton called the meeting to order at 4:33 p.m.
• Five (5) Commissioners were present with three (3) absent.

1. Public Comment
Cindy Hadish hopes that the City can be an environmental leader and look at moving the homes that are up for demolition instead of demolishing them.

2. Approve Meeting Minutes
• Tim Oberbroeckling made a motion to approve the minutes from October 12, 2017. Barb Westercamp seconded the motion. The motion passed unanimously.

3. Action Items
b) Demolitions on Hold
i. 213 2nd Street SE – Primary Structure, Private Property
• Mark Stoffer Hunter stated that he was at the site the day before doing additional documentation. There is more documentation needed and there are a few items that will be salvaged. Mr. Stoffer Hunter has worked with the owners on the timeline and he recommends that the property remain on hold. There is a possibility that the hold could be lifted at the November 9, 2017 meeting.
• The Commission discussed the hold and how much time it would take for the documentation and salvage to be completed. The Commission expressed that they did not want to hold up the project longer than needed.
Tim Oberbroeckling made a motion to amend the hold that it can be released by November 9, 2017 as long as Mark Stoffer Hunter lets staff know that photo documentation and salvage has been completed. Barb Westercamp seconded the motion. The motion passed unanimously.

a) Demolition Applications

i. 1821 Ellis Boulevard NW – All Structures, City Owned Property

- Jeff Hintz stated that this property was built in 1928. The area was looked at in the 2009 Beverly Hill Addition Survey and determined not eligible. Staff recommends immediate release. This property is also determined not eligible for the State or National Register and it lacks features significant at a local level. This property was acquired for the Flood Control System. Mr. Hintz reviewed Historic Significance and the Demolition Review Process.
- Mark Stoffer Hunter stated that he does hear the public comment concern that there are several properties that will potentially be demolished for flood protection purposes, but with HPC’s priority of finding historic significance, it was not found on this property. No one of historic significance has lived there and there are no historic architectural features.
- Tim Oberbroeckling asked if there are any open City lots that this property could be moved to. Jeff Hintz stated that the first question has to be is the property historically significant. Mr. Hintz will pass the word on to the people doing the demolition to see if there is the ability to send this out for bids before it is demolished in the event someone would like to move it or explore doing salvage. The Commission is here to determine if the property is historically significant.
- Mark Stoffer Hunter still needs to do photo documentation, but stated that he has time to do that. Jeff Hintz stated that this property will not be demolished until City Council has approved it.
- The Commission had questions on the timeline because they wanted to make sure Mark Stoffer Hunter has time to do photo documentation. Iván Gonzalez walked the Commission through the process and let them know it will be at least two (2) months before anything can be done to this property.
- Barb Westercamp made a motion to approve the demolition of 1821 Ellis Boulevard NW. Mark Stoffer Hunter seconded the motion. The motion passed with Tim Oberbroeckling and Ron Mussman opposed.
- Tim Oberbroeckling expressed his frustration that some houses are worth saving even if they are not historically significant and are in good shape. Iván Gonzalez noted that when this goes to City Council there will be a public hearing which will give Mr. Oberbroeckling the chance to voice his opinion to Council.

ii. 410 I Avenue NW – Primary Structure, City Owned Property

- Jeff Hintz stated that this property was built in 1900. The area was looked at in the 2009 Hull’s 3rd Addition Survey and determined not eligible. Staff recommends immediate release. This property is also determined not eligible for the State or National Register and it lacks features significant at a local level. This property was acquired for the Flood Control System.
- Mark Stoffer Hunter stated that he documented this property after the flood before it was renovated in 2009 or 2010. This is the only house left on the block brought back after the flood and it was completely gutted and rebuilt. Any older characteristics it had were documented before renovation.
- Tim Oberbroeckling asked how the public becomes aware of these properties. Jeff Hintz stated that they are advertised on the City website. Mr. Oberbroeckling would like to see these go to the public long before the Commission votes on them. Mr. Hintz stated that the City does not usually acquire property unless they need it for a project, so they have not had possession of it for very...
long. Mr. Hintz will pass on the Commission’s concerns of wanting to save it, but it needs to be
moved or demolished so that the City can move forward with the project.

- Tim Oberbroeckling made a motion to approve the demolition of 410 I Avenue NW. Barb
  Westercamp seconded the motion. The motion passed unanimously.
- Mark Stoffer Hunter noted that the Commission is aware of the properties that the City plans to
  acquire for the Flood Control System and he would like to see for sale to move signs on those
  properties once the City has acquired them so that way the Commission knows it has been
  through the process before they vote on it.

**iii. 414 6th Avenue SW – Primary Structure, Private Property**

- Jeff Hintz stated that this property was built in 1880. The area was looked at in the 2008 Young’s
  Hill Kinston Survey and determined not eligible. Staff recommends immediate release. This
  property is also determined not eligible for the State or National Register and it lacks features
  significant at a local level. The house is not habitable as it was never cleaned after the 2008
  flood. The owner is not willing to sell and the City will do the demolition. Mark Stoffer Hunter
  will do photo documentation of the demolition.
- Mark Stoffer Hunter has done exterior documentation on this property. This is the only property
  left on 6th Avenue SW that has not had any work done to it since the Flood of 2008.
- Tim Oberbroeckling shared concerns with the possibility that the surveys could be outdated.
  Amanda McKnight Grafton stated that the Commission can place a hold on a property to do
  more research if they feel the property has historic significance. All properties will be decided on
  a case by case basis. Jeff Hintz added that he can work with SHPO as well.
- Mark Stoffer Hunter stated that he did some research on the property in prior years and did not
  recall that there were any historic persons associated with the property.
- Tim Oberbroeckling made a motion to approve the demolition of 414 6th Avenue SW. Barb
  Westercamp seconded the motion. The motion passed unanimously.

**iv. 1124 6th Street NW – Primary Structure, Private Property**

- Jeff Hintz stated that this property was built in 1890. The area was looked at in the 2009 Hull’s
  3rd Addition Survey and determined not eligible. Staff recommends immediate release. This
  property is also determined not eligible for the State or National Register and it lacks features
  significant at a local level. The house is not habitable as it was never restored after the 2008
  flood. The owner has agreed in court for the City to demolish it and have the cost assessed
  against the property.
- Tim Oberbroeckling made a motion to approve the demolition of 1124 6th Street NW. Barb
  Westercamp seconded the motion. The motion passed unanimously.

**c) Consideration of Providing a Letter of Support for Historic Tax Credits**

- Iván Gonzalez stated that the Historic Tax Credit Incentive is not in the Federal budget this year
  and as a way to show support for that incentive, which has had a great impact in Cedar Rapids,
  staff would like to provide a letter of support to our Federal delegation on behalf of the
  Commission. The City Manager has already sent a letter on behalf of the City. Jeff Hintz stated
  that Amanda McKnight Grafton has provided staff with before and after pictures to send with the
  letter.
- Ron Mussman would like to send a letter to our State representatives also. Jeff Hintz stated that
  he will work with staff in the City Manager’s Office on what an appropriate City response would
  be.
Barb Westercamp made a motion to authorize the Chair to work with staff to draft and sign the letter of support for Historic Tax Credits. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

4. Presentation – College District Area Action Plan
   Adam Lindenlaub stated that EnvisionCR was adopted in 2015 and it set the stage for the different types of plans that staff has been working on. Corridor Action Plans (CAPs) focus on corridors that provide key linkages and connections throughout the city, Neighborhood Action Plans (NAPs) focus on certified Neighborhood Associations, and Area Action Plans (AAPs) focus on areas outside of Neighborhood Associations but may include them or key corridors. NAPs, CAPs, and AAPs examine the following for improvements: connectivity, land use, streetscapes, character, and placemaking. Mr. Lindenlaub shared a map of the College District boundaries as well as the members of the advisory group. At the July 18, 2017 workshop attendees participated in a present/future exercise and conditions analysis which discusses strengths, weaknesses, opportunities, and challenges of the area. Commons themes from the workshop include: safety, affordability, location and amenities, diversity, historic, appearance and maintenance, partnerships and communication, and policies and programs. The first open house was held in the fall of 2017 and second open house will be held in the spring/summer of 2018. The plan will go to City Council for adoption in the fall of 2018.
   Mark Stoffer Hunter stated that he is pleased with the concept and is glad to see that historic is on the list. Historic buildings and houses will play a major role in this process going forward, because just as it does in NewBo, Czech Village, and Kingston Village, that is what defines the character if these neighborhoods. Jeff Hintz added that staff has been working with Mark Stoffer Hunter and the History Center on the text in the history section of the plan that discusses the neighborhood and the area.

5. Discussion Items
   a) 2018 Historic Preservation Commission Work Plan
      Jeff Hintz stated that the HPC is required annually to develop a work plan. Staff has made changes to the draft 2018 work plan based on initiatives in Historic Preservation Plan. Mr. Hintz reviewed the goals within the work plan and the next steps for approval. Staff will bring this back for the Commission’s approval at the November 9, 2017 meeting.
   b) Hubbard Property Signage Disposition
      Jeff Hintz stated that the “Hubbard Cold Storage” signage on the Hubbard Ice Building can be preserved and saved and the City has some interested parties, so before going out to public bid staff would like to get feedback from the Commission on what they would like to see happen to it.
      Tim Oberbroeckling asked Mark Stoffer Hunter if the History Center would like the signage. Mark Stoffer Hunter stated that he has not yet talked in great detail to all involved at the History Center. Currently, the History Center does not have a facility big enough to house this large of a sign; however, the History Center would most likely want to be a part of the process. As more development happens along Ellis Boulevard and the Northwest Neighborhood, some ideas for the sign might include the Northwest Neighborhood Association or developers who are doing projects near the Hubbard Ice site so that it could stay relatively close long term and be visible.
      Ron Mussman stated that if there is going to be a pump station in that area he would like to see the signage on the pump station.
      Amanda McKnight Grafton stated that if the smaller brick building on the Hubbard Ice site is going to be saved then she would like the signage to be a part of that.
• Jeff Hintz stated that staff has been having discussions with the DNR to salvage the part of the building that is the most historic on the northeast corner and turning it into a floodable structure that could remain on the wet side of the Flood Control System. Mr. Hintz will keep the Commission informed of those discussions.
• Mark Stoffer Hunter suggested that the sign be stored somewhere temporarily and if the most historic portion of the building is saved the sign could be placed on the roof where it would be protected from flood damage.

c) Historic District Guideline Update
• Iván Gonzalez stated that all the information has been inputted and staff is working on the final formatting. A draft will be given to the Commission soon and public outreach will need to be completed.

6. Announcements
• Jeff Hintz stated that the Bever Park subcommittee will meet on Thursday, November 2, 2017. Tim Oberbroeckling stated that he will not be able to attend the meeting and asked if he could appoint Ron Mussman to come to this meeting. Mark Stoffer Hunter supports that decision. Jeff Hintz stated that Ron Mussman can serve as a back-up for the subcommittee in the event that a member cannot attend.
• Jeff Hintz stated that the Mott and Knutson Buildings are officially local landmarks.

7. Adjournment
• Barb Westercamp made a motion to adjourn the meeting at 6:22 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development
Background
The Historic Preservation Commission is required to approve a work plan annually for the City Council’s review and approval. On October 26, staff gave a brief overview of the work plan and outlined the process and schedule. At the Commission’s meeting on November 9, 2017 staff will provide an overview of the Commission’s 2018 draft work plan [Attachment 1] and receive feedback from the Commission on potential changes. At the meeting on November 9, action to approve the work plan needs to be taken.

With the Adoption of the Historic Preservation Plan in September of 2015, the 2016 work plan included all the initiatives to be accomplished in year one as indicated in the plan. Following that same methodology, initiatives listed as to be completed in 2-3 years were split, some, some listed in 2017 and others are listed in the draft 2018 work plan. 2018 is year 3 since adoption of the Historic Preservation Plan. Items which were not completed in 2017 have been included in the draft work plan so they can be finished up in 2018.

Work plan items completed in 2017:
Goal 1: Participate in preservation, salvage and documentation of historic structures
• Prioritize the list of areas that have been identified for intensive surveys in the Cedar Rapids Citywide Historic and Architectural Reconnaissance Survey.

Goal 2: Increase Communication
• Installation of 45 historic markers at sites throughout the City. These markers indicated people, places and architecture that helps to communicate some of the things that are historic in Cedar Rapids.

Goal 4: Provide information and educational opportunities for the public
• Ed McMahon of the Urban Land Institute provided a lecture about why place matters.
• Add videos on how to repair historic windows to the City’s website

Goal 5: Provide educational opportunities for HPC members
• City staff sent opportunities for training and learning opportunities via email throughout the year.

Next Steps
After review and approval by the Commission, the draft work plan will be updated with any requested changes and then be reviewed by the City Council Development Committee on November 14, 2017 and City Council for final review and approval in December.

Attachments:
1. Draft City of Cedar Rapids Historic Preservation Commission 2018 Work Plan
City of Cedar Rapids Historic Preservation Commission
Work Plan for 2018

Approved by the Cedar Rapids City Council on December xx, 2017

General Information

CHARTER
The Historic Preservation Commission is comprised of up to nine (9) volunteer citizens appointed by the Mayor and approved by the City Council for three year terms. The Cedar Rapids Historic Preservation Commission makes recommendations on National Register of Historic Places nominations and local historic district designation. With City Council approval, the Historic Preservation Commission initiates historic preservation studies designed to identify and preserve the City’s historic building resources. The Commission also reviews and approves applications for Certificates of Appropriateness in the two local historic districts and local historic landmarks. Additionally, the Commission reviews demolitions of structures as provided in Chapter 18 of the Municipal Code.

MEETINGS
The Historic Preservation Commission meets every second and fourth Thursday of the month at 4:30 p.m. unless otherwise published. Meetings are held at the City Services Center.

COMMISSIONERS and CONTACTS

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<thead>
<tr>
<th>Commissioners</th>
<th>Council Liaison</th>
<th>Staff Liaisons</th>
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<tbody>
<tr>
<td>Amanda McKnight-Grafton, Chair</td>
<td>Ann Poe</td>
<td>Jeff Hintz</td>
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<tr>
<td>Todd McNall, Vice-Chair</td>
<td>(319) 286-5099</td>
<td>(319) 286-5781</td>
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<tr>
<td>Bob Grafton, Secretary</td>
<td><a href="mailto:a.poe@cedar-rapids.org">a.poe@cedar-rapids.org</a></td>
<td><a href="mailto:j.hintz@cedar-rapids.org">j.hintz@cedar-rapids.org</a></td>
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<td>Barbara Westercamp</td>
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<td>Tim Oberbroekling</td>
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<td>Mark Stoffer Hunter</td>
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<td>Heather Sundermann</td>
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This work plan serves as a guide to action and may be adapted or revised as new events and opportunities arise.
Process

On November 9, 2017, the Historic Preservation Commission met to affirm its goals for the 2017 work plan. The Commission engaged in an action planning process that involved the following steps:

- **Commitments and Vision**: Selection of goals that the Commission agreed upon and believed were achievable over the course of a year.

- **Key Actions**: Identification of action steps to address goals.
VISION
The purpose of Chapter 18 of the Municipal Code, which outlines historic preservation and the
duties of the Historic Preservation Commission are to:

(1) With City Council approval, conduct studies for the identification and designation of historic
districts and sites meeting the definitions established by chapter 18;

(2) Make recommendations to the City Council for the listing of a historic district or site in the
National Register of Historic Places;

(3) Review and act upon all applications pursuant to the procedures established by Chapter 18
and other applicable laws;

(4) Further the efforts of historic preservation in the City by making recommendations to the
City Council and City commissions and boards on preservation issues when appropriate, by
encouraging the protection and enhancement of buildings or structures with historical,
architectural or cultural value, and by encouraging persons and organizations to become involved
in preservation activities;

(5) Educate the public at large on the benefits of historic preservation and build a preservation
ethic and public awareness;

(6) Recommend acceptance of unconditional gifts and donations of real and personal property,
including money, for the purpose of historic preservation;

(7) Recommend acquisition by purchase, bequest, or donation, fee and lesser interests in historic
properties, including properties adjacent to or associated with historic properties;

(8) Recommend the preservation, restoration, maintenance, and operation of historic properties,
under the ownership or control of the City;

(9) Recommend that the City lease, sell, and otherwise transfer or dispose of historic properties
subject to rights of public access and other covenants and in a manner that will preserve the
property;

(10) Cooperate with the federal, state and local governments in the pursuance of the objectives of
historic preservation;

(11) Provide information for the purpose of historic preservation to the City; and

(12) Promote and conduct an educational and interpretive program on historic properties within
the City.
GOAL 1: Participate in preservation, salvage and documentation of historic structures

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<th>TASK</th>
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<tr>
<td>-Determine neighborhoods’ interests in establishing local historic districts/landmarks</td>
<td>Full Commission</td>
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<td>-Implement the City’s Historic Rehabilitation Program and research and explore other financial resources for preservation related activities</td>
<td>Full Commission/Staff</td>
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<td>-Explore the preparation of an adaptive reuse ordinance</td>
<td>Staff</td>
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<td>-Work with iGreenCR and the environmental initiatives in EnvisionCR to include preservation in the environment programs</td>
<td>Staff</td>
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<td>-Incorporate historic preservation into Neighborhood Action Plans and Corridor Action Plans, planning Study Areas, and other City planning projects</td>
<td>Full Commission/Staff</td>
<td>1st Quarter</td>
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<td>-Update the Guidelines for Cedar Rapids Historic Districts</td>
<td>Staff</td>
<td>3rd Quarter</td>
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<td>-Update Chapter 32 Zoning of the municipal code to better support preservation and conservation of neighborhood character</td>
<td>Staff</td>
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<td>-Maintain the disaster-response program for endangered properties</td>
<td>Full Commission/Staff</td>
<td>1st Quarter</td>
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<td>-Develop a list that prioritizes the community’s buildings of historic significance</td>
<td>Staff</td>
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<td>-Tailor energy efficiency standards to fit historic resources</td>
<td>Full Commission/Staff</td>
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<td>-Continue to pursue landmark designation of eligible city-owned structures</td>
<td>Full Commission/Staff</td>
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<td>-Develop an endangered properties watch list</td>
<td>Full Commission</td>
<td>4th Quarter</td>
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<td>-Consider developing a Neighborhood Conservation District program for neighborhoods that may not be eligible for historic district designation.</td>
<td>Staff</td>
<td>1st Quarter</td>
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<td>-Work with affordable housing organizations to use historic resources in their projects.</td>
<td>Full Commission/Staff</td>
<td>2nd Quarter</td>
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<td>-Work with economic development partners to include historic resources in redevelopment policies and economic development plans.</td>
<td>Staff</td>
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GOAL 2: Increase communication

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<tr>
<td>-Continue to improve the HPC website for ease of use and to provide more information</td>
<td>Staff</td>
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City of Cedar Rapids Historic Preservation Commission
Work Plan for 2018

-Implement an annual program review
-Maintain and enhance compliance regulations for Certified Local Government status
-Work with the Linn County Health Department to promote historic preservation.
-Work to investigate partnerships with sustainability organizations and programs.

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<th>GOAL 3: Improve public relations</th>
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<td><strong>TASK</strong></td>
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<td>-Develop and distribute educational materials (e.g. brochures, postcards, web-based materials) for property owners and the general public to enhance public awareness and understanding of the city’s cultural and social history</td>
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<td>-Identify outreach events with community organizations that may be interested in historic preservation.</td>
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<td>-Link interested property owners to training and technical assistance programs on the use of tax credits</td>
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<td>-Continue to promote public access to historically significant civic resources</td>
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<th>GOAL 4: Provide information and educational opportunities for the public</th>
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<td><strong>TASKS</strong></td>
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<tr>
<td>-Update the content of the GIS database of historic properties</td>
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<td>-Develop a formal heritage tourism program</td>
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<td>-Maintain a training program for City staff.</td>
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<td>-Identify outreach events with community organizations that may be interested in historic preservation.</td>
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<td><strong>ASSIGNMENT</strong></td>
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<th>GOAL 5: Provide educational opportunities for HPC members</th>
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<td><strong>TASKS</strong></td>
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<tr>
<td>-Provide training to the Historic Preservation Commission</td>
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