

**City of Portage  
Historic Preservation Commission  
Tuesday, November 20, 2012, 6:00 p.m.  
Municipal Building, 115 West Pleasant Street  
Conference Room Two  
Minutes**

**Members Present:** Doug Klapper, Chairperson; Richard Beebe, Marlena Cavanaugh, Erin Foley, Stephanie Miller-Lamb, Destinee Udelhoven

**Members Absent:** Mary Ann Harding

**Guests:** Joe DeRose (WI Historical Society), Mike Reynolds (Observer)

***Order of the evening was changed: Chair Klapper was required in other meetings regarding City of Portage Business, resulting in a temporary lack of quorum.***

**1. Roll call**

Evening began at 6:04 on with original agenda Item #4, guest Joe DeRose.

**2. Discussion and possible action on Municipal Register with guest Joe DeRose of Wisconsin Historical Society**

Mr. DeRose talked about the mission of the PHPC (and all WI HPCs) and various ways to educate the public about the importance of historic preservation. He reviewed the nomination papers for the Portage Municipal register. Mr. DeRose offered some changes/clarifications to the current forms and explained articles that would be most useful on the forms. General group discussion regarding education, terminology and resources for historic preservation.

**3. Approval of previous meetings minutes**

- Chair Klapper joined the meeting at 7:15 pm; quorum attained.
- Udelhoven moved to approve the August minutes; Cavanaugh seconded the motion, which passed by unanimous voice vote.
- Miller-Lamb moved to approve the September minutes; Udelhoven seconded the motion, which passed by unanimous voice vote.

**4. Discussion and possible action on claims**

There were no claims presented for discussion or action.

**5. Discussion and possible action on action on budget**

A total of \$2602.60 has been spent; the total budget is \$3200.00. Group discussed potential future projects:

- Street signs (above the current street signs) designating historic districts. Klapper will speak with Fred Galley to see if he is aware of the location, number and cost of any existing such signs in the city.
- Parking lot signs have also been considered in the past. Klapper will review what those costs were and bring that back to the commission.

## **6. Discussion and possible action on HPC members**

Group discussed potential new members that have been approached and are considering whether they would be interested in serving on the PHPC.

- Klapper spoke with Peg Amend of the Portage Historical Society to see if that group would have members interested in serving on both committees. Peggy Malone and Merlin Jenkins are potentially interested and may be attending our December meeting to see what our meetings are like.
- Kim Rusch may be interested. Mike Reynolds may be interested.
- Klapper reminded members that new members must be willing to do the work, and that we are not a group that meets simply to meet.
- Mary Ann Harding has not yet given her notice of resignation; we cannot move forward to fill her seat until it has been vacated.
- Miller-Lamb moved that Mary Ann Harding's seat on the commission be vacated, as she is no longer a resident of the area and is ineligible to serve any longer. Foley seconded the motion, which passed unanimously by voice vote.

## **7. Adjournment**

Klapper adjourned the meeting at 7:45 pm.

Respectfully submitted,  
Stephanie Miller-Lamb  
Secretary