

**City of Portage
Historic Preservation Commission
Tuesday, July 16, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Kristin Droste, Erin Foley, Stephanie Miller-Lamb, Wade Udelhoven
Members Excused: Kyle Dumbleton
Members Absent: Todd Bennett
Guests Present: Marilyn Baxter, Destinee Udelhoven, Bill Wade (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:03 pm.

2. Election of recording secretary

Cavanaugh nominated Foley as recording secretary. Miller-Lamb seconded the motion, which passed unanimously by voice vote.

3. Election of vice chair

Foley nominated Miller-Lamb as vice chair. Cavanaugh seconded the motion, which passed unanimously by voice vote.

4. Approval of previous meeting minutes

Miller-Lamb moved that the minutes be approved. Udelhoven seconded the motion, which passed unanimously by voice vote.

5. Discussion and possible action on claims

Klapper presented a claim from Destinee Udelhoven for \$1000 for the 2013 HIAH Summer Speaker Series. Miller-Lamb moved that the claim be paid. Wade Udelhoven seconded the motion, which passed unanimously by roll call vote.

6. Discussion and possible action on 2014 budget

The HPC budget for 2014 will be \$3,104.00. Miller-Lamb presented examples of grants administered by HPC commissions in other cities. The commission discussed the criteria needed from applicants, how much money could be distributed, and what sorts of projects would be funded.

The commission put together a draft budget for 2014:

Scavenger Hunt	\$ 125
Municipal register mailings and ads	\$ 100
Plaques for Municipal Register properties	\$ 200
Preservation Month activities	\$1000
Printing/marketing expenses for other events	\$ 350
Conference attendance and memberships	<u>\$1000</u>
Subtotal	\$2775

This would leave only \$329 for grants. The budget discussion will be continued at the August meeting when more information has been gathered to better estimate costs. Other options for activities were discussed, including the feasibility of partnering with other local agencies to fund Preservation Month activities, or some other event such as a house tour. Cavanaugh shared information about grants available through the National Trust for Historic Preservation.

7. Discussion and possible action on Tax Credit Program

Jen Davel of the Wisconsin Historical Society will speak with the Commission of the Whole on Wednesday, September 11, at 7:00 pm. Other community members will be invited to attend. HPC members discussed advertising the event by e-mail. Cavanaugh suggested that Main Street Portage might have an e-mailing list that could be used.

8. Discussion and possible action on Municipal Register

Klapper toured Portage sites with members of the Municipal Services and Utilities Committee. He identified two City of Portage properties that might be eligible for the Municipal Register: the Portage airport terminal building, and the grandstand at the fairgrounds. The terminal building is one of only two in the state in close to original condition. The grandstand is a Depression-era building for which the city has received a block grant to install a storm shelter within an area formerly used as the locker rooms.

9. Discussion and possible action on disposition of historic preservation books and booklets.

No action was taken on this item. It will be discussed at the August meeting.

10. Adjournment

Chair Klapper adjourned the meeting at 7:30 pm.

Respectfully submitted,
Erin Foley
Secretary