

**City of Portage  
Historic Preservation Commission  
Wednesday, April 9, 2014, 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 absent:** Todd Bennett, Rob Nurre  
**Guests Present:** Bill Welsh (Cable TV)

**1. Roll call**

Klapper called the meeting to order at 6:00 pm.

**2. Approval of previous meeting minutes**

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

For item 2 in the March minutes, Klapper told the Commission that the \$1000 in encumbered funds are actually in the 2014 HPC budget. Cavanaugh moved that the minutes of the March meeting be approved. Droste seconded the motion, which passed unanimously by voice vote.

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

Klapper distributed bills for HPC hearings, a total of \$90 for notices of hearings on the addition of the Grandstand at the Fairgrounds, of the Surgeon's Quarters, and of the Museum at the Portage to the Municipal Register. Klapper reminded the committee about the extra \$1000 available this year.

**4. Discussion on Historic Preservation Month activities**

Klapper scheduled Jen Davel's talk for Wednesday, May 21, 5 pm. at 205 Vino.

On Sunday, May 4, Judy Eulberg will start her 1 pm tour of the downtown historic district at the Chamber of Commerce Plaza. Her Society Hill tour will be Tuesday, May 27, starting at the Museum at the Portage at 6 pm.

Miller-Lamb's scavenger hunt will run in the Portage paper May 5-10. Funds have already been allocated for the prizes for this event.

Cavanaugh has three confirmed churches for the open house tour on Saturday, May 17, 11 am-3 pm: St. Mary's Catholic Church, the Portage Presbyterian Church, and St. John the Baptist Episcopal Church. She is having trouble contacting Trinity United Church of Christ.

Cavanaugh priced banners. Small (4' x 2.5') banners cost \$30; large (6' x 2.5') cost \$90. She proposes purchasing four small banners, one for each of the churches participating in the tour, along with two large banners that could be placed on fences along main roads at two of the school properties. She wondered if a city credit card could be used to pay for the advertising items. Klapper will check with Marie Moe.

Cavanaugh showed a draft brochure for the Preservation Month activities. She suggests all events be free of charge.

Klapper asked what HPC information should be passed out at the May events. He listed items such as information about tax credits, the Municipal Register, and about the HPC itself. Miller-Lamb suggested a postcard with brief information be prepared rather than large numbers of paper handouts. Cavanaugh will prepare an informational postcard, which will contain Klapper's contact information.

Droste will contact the press about the May events.

#### **5. Discussion and possible action on Municipal Register plaques**

Samples of plaques from other cities were displayed. A circular plaque was generally approved, showing a central logo surrounded by the award title. Udelhoven will request an estimate for making a plaque of this shape, and search for a larger digital file of the logo.

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

Klapper noted that all current members of the HPC agreed to serve another term on the commission. The Mayor is looking to fill the two vacancies. Klapper noted that service requires members spend time outside of meeting attendance, and how important that time has been to the HPC.

Klapper displayed photos of the St. John the Baptist Episcopal Parish House that were submitted for the 2014 Annual Historic Preservation Award. Foley cited the structure's recent brick repair, 1871 construction date, and its location within the Church Hill Historic District as reasons for its eligibility. Members discussed a home at 216 E Franklin St., deciding to consider it for an award at a later time. Cavanaugh moved to award the 2014 Annual Historic Preservation Award to 211 W. Pleasant St., the former rectory for St. John the Baptist Episcopal Church. Miller-Lamb seconded the motion, which passed unanimously by voice vote.

#### **7. Adjournment**

Chair Klapper adjourned the meeting at 7:09 pm.

Respectfully submitted,  
Erin Foley  
Secretary