

**City of Portage
Historic Preservation Commission
Tuesday, June 17, 2014, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Erin Foley, Stephanie Miller-Lamb, Wade Udelhoven
Members absent: Todd Bennett, Kristin Droste
Guests Present: Joe DeRose, Bill Wade (Cable TV), Mia Udelhoven

1. Roll call

Klapper called the meeting to order at 6:06 pm.

2. Approval of previous meeting minutes

Miller-Lamb moved to approve the minutes of the April meeting. Udelhoven seconded the motion, which passed unanimously by voice vote.

There was no quorum for the May meeting. Marie Moe explained that quorum for the HPC is 5 members because the Commission is defined by city ordinance to have 9 members. Joe DeRose, from the Historic Preservation and Public History Division of the Wisconsin Historical Society, said the legislated number of members may be changed.

Klapper asked BID to suggest a member who might be willing to represent the interests of historic downtown building owners on the HPC. BID president Peggy Joyce suggested Ian Dumbleton, who agreed to serve on the HPC. Dumbleton's nomination will be presented at the next City Council meeting.

3. Discussion and possible action on claims

The Chamber of Commerce submitted a bill for \$125 for the Portage Green awarded in this year's architectural scavenger hunt. Miller-Lamb noted this was the first year the contest has had only one repeat winner. Udelhoven moved to pay the claim. Cavanaugh seconded the motion, which passed unanimously by roll call vote.

4. Presentation from Joe DeRose of the Wisconsin Historical Society regarding grant opportunities available.

DeRose brought information about grant funds available for historic preservation projects in Certified Local Government communities such as Portage. Portage wishes to apply for money to update its 1993 intensive architectural survey. The maximum grant funding for a project is \$25,000. There are 68 CLG's in the state. The Historical Society receives 8 to 10 funding applications each year. If awarded a grant, the municipality needs to pay for the project work directly, and is reimbursed from the grant.

DeRose went over the application process. The intensive survey update would document substantial changes to significant buildings since 1993, and would add buildings considered too recent for the 1993 survey. DeRose suggested the survey cover construction up to the 1970s. New photographs documenting the buildings would be added to the WHS database of historic architectural images.

The timeline for the application was discussed. A letter of intent must be received by the WHS by 9/12/2014. The applications are reviewed internally by the staff, then reviewed by the State Historic Preservation Review Board in February 2015. The final project would be due by July 2016.

DeRose discussed his experience with other projects, and offered to help with Portage's application. He left the meeting at 6:45 pm.

5. Correspondence from the Museum at the Portage

Peggy Amend sent a letter commending the work of the fire departments that put out the Museum fire while minimizing damage to the building.

6. Review of 2014 budget and available funds

The 2014 budget review will be discussed at a future meeting.

7. Adjournment

Chair Klapper adjourned the meeting at 6:55 pm.

Respectfully submitted,
Erin Foley
Secretary