

**City of Portage
Historic Preservation Commission
Tuesday, July 15, 2014, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

1. Roll call

Klapper called the meeting to order at 6:02 pm.

2. Introductions

No introductions were needed.

3. Approval of previous meeting minutes

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

4. Discussion and possible action on claims

Judy Eulberg has not submitted an invoice for her Preservation Month tours. The Portage Green bill was paid, totaling \$324 from the encumbered funds. Klapper will request Jean Mohr to put the Commission's accounting statement into the meeting packets each month.

5. Discussion and possible action on WHS Historic Preservation Fund Subgrant Application.

Klapper read draft text he prepared for the application for a grant to update Portage's survey of historic properties. For the second (of three) questions, the Commission discussed what would be appropriate for the HPC's "preservation goals." Miller-Lamb believes education is the prime goal, but it is unclear whether the City of Portage or the HPC have formally adopted any specific set of goals.

The third question asks for a list of CLG-funded projects in the community. The date of Portage's official acceptance as a Certified Local Government was questioned.

Dates for the application process were checked. The first step is to send a letter of intent by Sept. 12. Klapper will add this to the August agenda. He will also talk to Joe DeRose about when Portage achieved CLG status, and what consultants would be best to ask for estimates of costs for the survey.

6. Update on Income Tax Credit Program

The recent moratorium on new applications to the Historic Preservation Tax program has been partly reversed. The state once again will accept applications for projects as long as they include buildings eligible for designation as historic properties. The moratorium will continue for properties that requested the tax credit eligibility solely on the date the building

was constructed. Doug noted that two individuals contacted him for information about the program, but no one is currently applying from Portage as far as he knows.

7. Review of National Historic Preservation Month (May 2014) activities

There were several preservation month activities during May 2014. Klapper noted that the photo scavenger hunt was very successful, and requested Miller-Lamb to keep producing these. Miller-Lamb noted that the response was very large this year.

Udelhoven suggested that the HPC host a speaker next year, but would prefer a different topic, perhaps a talk about a successful HPC project in another community, or the restoration of the Al. Ringling Theatre. Udelhoven suggested using a different venue for the program, noting that the Historic Indian Agency House might be a good location due to easy parking and a regular audience for historic talks.

The walking tour was good, but we don't want to conflict with Eulberg's regular downtown tour. Udelhoven suggested a tour could be done as a "progressive dinner" type of event, where each site on the tour serves a different hors d'oeuvre or wine.

Droste said the churches were very happy to participate in the open houses, and the Presbyterian Church expressed a willingness to participate next year. She suggested that combining churches with some of the local cemeteries might be a wonderful tour. Miller-Lamb agreed, suggesting the commission look for other local organizations for future preservation events.

8. Discussion and possible action on 2014 funds

Klapper discussed the 2014 expenses, noting that the HPC was billed for advertising the hearing to add the Museum at the Portage to the Historic Register, and then was billed again when the hearing was postponed.

2014 started with \$3104 in the budget, plus \$1000 in encumbered funds. \$776.18 has been spent so far, with \$326.67 taken from the encumbered funds. This leaves the HPC with \$2654.49.

Expected costs include \$500 for the HIAH speaking program, approx. \$300 for plaques, and approx. \$120 for Judy Eulberg's tours. Foley suggested it would be nice to have stationery printed for correspondence and thank you notes.

9. Adjournment

Chair Klapper noted the August 19 meeting will need to be finished by 7 pm so he may attend another meeting. He adjourned the meeting at 7:28 pm.

Respectfully submitted,
Erin Foley
Secretary