

**City of Portage
Historic Preservation Commission
Wednesday, August 5, 2015, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda**

Members: Doug Klapper, Chairperson; Marlena Cavanaugh, Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb

1. Roll call
2. Approval of previous meeting minutes
3. Discussion and possible action on responsibilities of Commissioners
4. Discussion and possible action on potential new Commissioners
5. Discussion and possible action on WHS grant to update Intensive Historical and Architectural Survey
6. Discussion and possible action on 2016 budget request
7. Adjournment

**City of Portage
Historic Preservation Commission
Wednesday, July 1, 2015, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb
Members excused: Marlena Cavanaugh
Guests Present: Bill Welsh (Cable TV), Sean Murphy (City of Portage), Craig Sauer (Daily Register)

1. Roll call

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

2. Election of Secretary

Miller-Lamb nominated Foley to continue as secretary for 2015-16. Droste seconded this motion. There were no other nominations. Foley was elected unanimously with one abstention (Foley).

8. Discussion and possible action on WHS subgrant to update Intensive Historical and Architectural Survey

Klapper opened discussion on agenda item #8 to allow Sean Murphy to speak about the two proposals received in response to our RFP. Murphy noted that both proposals fit the criteria. Mack suggested that references could be called or that the HPC could conduct in-person interviews with the two agencies. Miller-Lamb noted that the Legacy Architecture proposal referred to the project being done for the City of Beloit, a small error but one that concerned her. After further discussion, Miller-Lamb moved that, pending a reference check, the Timothy F. Heggland proposal be accepted with the stipulation that Mr Heggland provide quarterly reports on his progress in completing the project. Droste seconded the motion, which passed unanimously by voice vote.

3. Approval of previous meeting minutes (May 6)

Mack moved that the minutes for the meeting of May 6 be accepted as written. Miller-Lamb seconded the motion, which passed unanimously by voice vote. It was noted that the meeting of June 3 did not have a quorum.

4. Discussion and possible action on awarding a special prize for this year's photo scavenger hunt

Miller-Lamb displayed an entry from a 10-year old boy for this year's scavenger hunt. This is the first entry ever received from a child. Miller-Lamb would like to give a special award to encourage other young residents to enter next year. Prize options were discussed. Klapper moved that \$15 in Portage Green be given as a prize to our 10-year-old participant, with a request that the prize be awarded at a meeting of the City Council. Droste seconded the motion which passed unanimously by roll call vote.

5. Discussion and possible action on claims

Miller-Lamb moved that Gayle Mack be reimbursed \$103.83 for the cost of her attendance at the April 25th meeting of the Wisconsin Association of Historic Preservation Commissions. Droste seconded the motion, which passed unanimously with one abstention (Mack) by roll call vote.

6. Discussion and possible action on HPC letterhead for correspondence

Klapper noted that HPC member Marlena Cavanaugh is resigning from the HPC. She will design the HPC letterhead before she leaves the Commission.

7. Discussion and possible action on letter to Columbia County regarding their building project along the Portage Canal

Klapper discussed a request received from the Columbia County Ad Hoc Building Committee. They want the HPC to send a letter noting that Committee members attended an HPC meeting to present their building plan. Miller Lamb asked what sort of letter was desired. Foley expressed her unwillingness to provide any statement of approval to the Committee. She disapproves of the plan to remove the last remaining waterfront buildings from the Portage Industrial Waterfront National Historic District, and sees no reason to send a letter since the HPC has no jurisdiction in the matter. Discussion followed about whether a letter stating that Columbia County attended an HPC meeting would be interpreted as approval of the project. Several members stated approval of the project as far as keeping Columbia County offices in downtown Portage, but expressed concerns about the design and the proposed location of the new buildings. Miller-Lamb moved that the HPC submit the minutes of the HPC meeting of May 6 to the Columbia County Ad Hoc Building Committee. Klapper seconded the motion, which passed unanimously with one abstention (Foley) by roll call vote.

9. Discussion and possible action on potential new commissioners

Cavanaugh will contact the new directors of the Historic Indian Agency House and the Surgeon's Quarters to see if either would be willing to serve on the HPC. The Commission is authorized to have 9 members, which requires 5 members for a quorum. The Mayor is concerned about the HPC membership. Klapper asked whether the Commission needs to meet 12 times a year, and what the purpose of the HPC is. It might be problematic to change the ordinance as far as HPC membership since that would open the entire ordinance for change. Klapper has asked BID for possible members. Sean Murphy noted HPC members may reside outside of the city limits as long as non-residents do not constitute a majority of the membership. Mack will check the Museum at the Portage for anyone interested in joining, and suggested that other Commission members ask around for potential members.

10. Adjournment

Chair Klapper adjourned the meeting at 7:05 pm.

Respectfully submitted,
Erin Foley
Secretary