

**City of Portage
Historic Preservation Commission
Tuesday, June 18, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Kristin Droste, Kyle Dumbleton, Erin Foley and Stephanie Miller-Lamb
Members Absent: Todd Bennett
Guests Present: Bill Tierney (Mayor), Wade Udelhoven (PHPC member not yet sworn in), Bill Welsh (Cable TV)

1. Roll call

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

2. Letter of resignation

Klapper noted that Richard Beebe has resigned from the commission. Klapper will speak with the new director at the Surgeon's Quarters to ascertain his interest. Members were encouraged to bring forward names of other interested parties to fill vacancies.

3. Approval of previous meeting minutes

Item 5, bullet 2, sub-bullet 2 should read "Owners of income producing properties may be able to deduct a higher percentage of their qualifying expenses as a tax credit than was previously allowed." Cavanaugh moved to approve the minutes with the above revised language. Dumbleton seconded the motion, which passed unanimously by voice vote.

4. Discussion and possible action on claims

No claims were presented.

5. Discussion and possible action on Tax Credit Program

Klapper reported that Mayor Tierney has asked Jen Davel of the WI Historical Society to speak with the members of the Commission of the Whole on Wednesday, September 11 at 7:00 pm regarding tax credits for both income producing and residential properties. PHPC will provide fliers to downtown businesses to advertise the talk. Klapper will inquire about getting the tax credit filing documents available through the City website. Other website that could include information about the talk could include the Chamber of Commerce, Main Street and the WI Historical Society.

6. Discussion and possible action on 2014 budget

Budgets for 2014 will be reduced by 3%, which is \$96 for the Historic Preservation Commission. Our total budget for 2014 will be \$3,104.00. Group reviewed the 2013 budget and anticipated expenses to get ideas on how to plan for the 2014 budget. Discussion

ensured about how we spend education dollars and how to open up the possibility of grants through public notice in the newspaper. Miller-Lamb will look at examples of calls for grant requests and bring to the next meeting for discussion. Group thought we needed to allocate more money to marketing needs for 2014. Next budget must be submitted following the August meeting.

7. Discussion and possible action on 2013 budget

Mayor Tierney suggested that any funds not allocated from the 2013 budget be encumbered so they can be rolled into the Commission's next fiscal year rather than returned to the general fund.

8. Discussion and possible action on Municipal Register

Group had lengthy discussion regarding what the Commission should be focusing on; discussion included fund raising, events in conjunction with other like groups (I.E. Main Street Portage), education, preservation, grants, etc. Also discussed was that in some communities contributing properties of a Historic District that is recognized by the State or National Register of Historic Places were automatically on the local or municipal register. That is not true in Portage. The group is pondering how to put more properties on the Municipal Register and how to bring the Historic Preservation ordinance into play in order to preserve Portage history. Discussion was frank, sometimes passionate and quite lively.

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 July meeting.

10. Adjournment

Chair Klapper adjourned the meeting at 7:23 pm.

Respectfully submitted,
Stephanie Miller-Lamb
Secretary