

**City of Portage
Historic Preservation Commission
Tuesday, June 19, 2012, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Richard Beebe, Marlena Cavanaugh, Erin Foley, Stephanie Miller-Lamb, Destinee Udelhoven

Members Absent: J. Robert Curtis, Mary Ann Harding

Guests: Alan Hanson (intern, Historic Indian Agency House), Bill Welsh (Cable TV)

1. Roll call

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

2. Approval of previous minutes

Udelhoven moved to approve the minutes as written; Cavanaugh seconded the motion. Motion passed unanimously by voice vote.

3. Approval of claims

Udelhoven will make copies of the Historic Indian Agency House's application for inclusion in the member's commission binders, as discussed and approved at a prior meeting; claim for copying will be submitted accordingly. There are no new claims at this time.

4. Budget review

Members discussed how we would approach the 2013 budget, including at 3% cut, and where we are with spending of the current fiscal year budget.

- We have spent \$2,362.60 of the current year's budget, with another \$937.40 remaining.
- Miller-Lamb will check prior minutes to see where Judy Eulberg, former commission member, had been approved for reimbursement for travel and registration for attending a conference. The reimbursement does not appear in the current spending ledger.
- Items were discussed for potential inclusion or exclusion from the next year's budget. Items the group thought important to retain included: Commission Memberships, Quarterly Preservation Awards, Conference Attendance and Memberships. Items to potentially increase include funds to support addition of sites to the Municipal Register, to cover notices, postage, etc. related to process for consideration of site. Item to potentially decrease would be signs for historic districts.

5. Discussion and possible action on municipal register

- Group discussed how to get started on adding sites to the Municipal Register. Udelhoven will send out the instructions and forms for adding sites and districts to the commissioners.
- A logical addition to the register would be the Museum at the Portage. The group will spend time at the next meeting starting on the form for nomination.

- Commissioners were charged with researching the necessary information to include in the nomination papers.
- Klapper will invite members of the Portage Historical Society to attend the next meeting in order to facilitate completion of nomination forms.
- Commissioners discussed a challenge of each member adding one site to the Municipal Register each year. Members agreed that homes nominated for the Quarterly Preservation Awards would be a great place to start, since we already have background information on those properties.
- Members were charged with bringing in photos and nomination information for the next Quarterly Preservation Award to the July meeting.

6. Discussion and possible action on walking tour guide

- Sub-committee has met to start discussion on potential additional walking tour guides. Group is considering Society Hill as target of a walking guide.
 - Would request that Blanche Murtough be asked to assist with walking tour guide device that would build on her general guide of the area, which is currently still in publication.
 - Group will inquire as to whether there are grants available for this type of project.
 - Project may require hiring of a consultant/intern.
 - Tourism Commission may have funds available to give towards this project if the back flap of the walking guide promotes tourism.
 - Group would like physical appearance of the guide to be consistent with guides currently in use.

7. Discussion and possible action on supporting Senator Kohl's bill S2158 to establish the Fox Wisconsin Heritage Parkway National Heritage Area

Klapper provided information on the legislation that has moved to congress and is up for hearings on Congressional Hill (Room SD366) on June 27, 2012. This is a land management plan for 144 square miles, covering 15 counties, from Green Bay to Portage to Prairie du Chien, which would provide funding of up to \$10 million over a period of 15 years. The Parkway would become part of the National Parks System. There are 49 such areas currently and several others in the pipeline. Udelhoven moved that the Portage Historic Preservation Commission send a letter in support of the bill to Jake McCook. Cavanaugh seconded the motion, which passed unanimously by voice vote. Klapper agreed to craft the letter and send it to Mr. McCook accordingly.

8. Adjournment

Klapper adjourned the meeting at 6:41 pm.

Respectfully submitted,
Stephanie Miller-Lamb
Secretary