

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

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

1. Roll Call
2. Approval of previous meeting minutes
3. Discussion and possible action on claims
4. Discussion and possible action on National Historic Preservation Month (May) Activities
5. Discussion and possible action on Heritage Signage
6. Discussion and possible action on WAoHPC Spring Conference
7. Adjournment

**City of Portage  
Historic Preservation Commission  
Tuesday, March 17, 2015, 6:00 p.m.  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Kristin Droste, Ian Dumbleton, Gayle Mack, Stephanie Miller-Lamb

Members Excused: Erin Foley

Members Absent: Todd Bennett

**1. Roll Call**

Chairperson Klapper called the meeting to order at 6:01 PM.

**2. Approval of previous meeting minutes**

Only a typo of 'present' in Members Present was noted. Miller-Lamb moved that the minutes for the meeting of January 20, 2015 be approved with the correction noted. Droste seconded the motion, which passed unanimously on the call of the roll.

**3. Introduction of Commissioners**

New Commissioner Gayle Mack was introduced and welcomed to the Commission.

**4. Discussion and possible action on claims**

Dumbleton moved that the Commission renew its membership for 2015 with the Wisconsin Association of Historic Preservation Commissions at the \$40 level. Cavanaugh seconded the motion, which passed unanimously on the call of the roll.

**5. Discussion and possible action on meeting dates and time**

There was discussion on the need to change the meeting date to accommodate a change in schedule of a Commissioner. Miller-Lamb moved that the Portage Historic Preservation Commission change its meeting day from the 3rd Tuesday of each month to the 1st Wednesday of each month, meeting start time to remain at 6:00 PM. Dumbleton seconded the motion, which passed unanimously on the call of the roll.

**6. Discussion and possible action on art work for HPC plaques and letterhead**

No action taken at this time.

**7. Discussion and possible action on National Historic Preservation Month (May) Activities**

Klapper informed the Commission that he had spoken with Jim Gorman, the lead on restoration of The Museum at the Portage after the fire in 2014, and that he may be available to give his presentation about the restoration project. Klapper will follow up with Mr Gorman and the Board of the Portage Historical Society to coordinate a time and day that works so Mr Gorman can give his presentation on the work that was done to bring the building back to its former glory.

Miller-Lamb stated that Judy Eulberg is willing and available to give walking tours, but not the 16th, of Society Hill which begins at Commerce Plaza and lasts 2 hours. Judy's rate is \$30/hour, she suggests a start time of either 10:00 AM or 1:00 PM. Eulberg will be in contact with Anna Mae Axness regarding her availability for Cemetery Tours, Miller-Lamb will follow up.

Miller-Lamb also asked the Commission for advice on what area of the City she and her husband Pat should concentrate on for the Photo Scavenger Hunt that will run in the Portage Daily Register. Commissioners should bring ideas to the April 1 meeting or they will they will make the decision on where to photograph.

Droste spoke to the Church Tours and that the local churches are excited about opening their doors again this year. It was decided that Saturday, May 16 would be the day for the Church Tours, likely between the hours of 1:00 and 3:00 PM. Miller-Lamb will also check on the availability of the Cemetery Tours being held this same day, either before 1:00 PM or after 3:00 PM or perhaps both before and after the Church Tours.

Klapper also announced that the Wisconsin Historical Society awarded the City of Portage \$20,000 towards the updating of our Intensive Survey. This could be announced during our speaker event.

**8. Discussion and possible action on Heritage Signage**

The Commission would like more detail regarding the request for the use of our funds to replace the worn/faded brown heritage signage denoting Historic Districts and Historic Properties. The Commission would like the locations of the signs and have photos provided, along with a specific dollar amount requested. It was also noted that 2015 HPC funds may need to be available to pay anything over the \$20,000 grant funding for a consultant to complete the update of our Intensive Survey. No action taken at this time.

**9. Discussion and possible action on parking lot naming**

The Commission had much discussion regarding the need to add names to various City parking lots. Klapper gave a brief history of how this action item came to be, as none of the current Commissioners were serving at the time the Police Department made their request that parking lots be given names to better

identify them. It was noted that to avoid confusion it may be best to call them by their common names and not add anything to them. The 12 parking lots listed:

1. Market Square
2. St. Mary's
3. US Bank Drive Up
4. Library
5. Commerce Plaza
6. Mullett and Adams Street
7. Underground/Annex
8. City Hall
9. Galley Studio
10. US Bank
11. Rogers Gifts-this is the only lot that could cause confusion as this business is no longer operating
12. Wilz

#### **10. Adjournment**

Chairperson Klapper adjourned the meeting at 6:46 PM.

Respectfully submitted by Doug Klapper