

**City of Portage
Historic Preservation Commission
Wednesday, June 3, 2015, 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
Members excused: Gayle Mack
Members absent: Marlena Cavanaugh
Guests Present: Joe DeRose, Jean Mohr (City of Portage), Craig Sauer (Daily Register), Bill Welsh (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:04 pm. There was not a quorum, so no business could be addressed. Agenda items 2-4, and 6-7 were action items that could not be discussed at this meeting.

5. Discussion on WHS subgrant

Joe DeRose of the Wisconsin Historical Society was introduced to the commission, and asked to speak about the WHS subgrant that the Portage HPC has been awarded.

DeRose mentioned two items on the WHS website that HPC members might be interested in reading. One is a set of preservation commission training modules. The other is a searchable list of historic buildings in Wisconsin.

DeRose outlined the steps that will be followed for Portage's subgrant project. A request for proposals has been sent to about six consultants. The finished proposals are due June 26. When the consultant is selected, the contract to be signed will be between the City of Portage and the consultant.

DeRose will help the HPC select the winning proposal. He cautioned the HPC to be realistic in the amount of information the project will produce. The amount of research to be done should be a critical judgment point in assessing the proposals. There is a sample contract available on the WHS website that can be used.

The project needs to be finished by mid-August 2016. The City of Portage will pay the consultant, and then be reimbursed from the grant funds. The Reimbursement Request form is online.

Field work on the project should start about September 2015. A Kickoff Meeting must be held to provide information about the project to the community. Joe DeRose will do a 25-minute presentation there. He suggested holding the meeting in a very public venue, such as a city council meeting.

When selecting the consultant, the HPC should decide how much contact they want to maintain with the consultant during the project. The survey will update extensive changes to properties already in the 1993 Architectural survey. However, the primary purpose of the new survey is to expand the survey to include properties that have become eligible for inclusion since 1993. These will mostly be buildings constructed between 1943 and 1965

that were too new to be included in the previous survey. These properties will be researched, mapped, and photographed.

When completed, it is required that another public meeting be held. At this meeting, the consultant usually talks about his results for about 30 minutes. This meeting can be held anytime after the August 2016 deadline for the report's submission.

Jean Mohr noted that Portage's RFP requested the proposals be finished by June 1, 2016, rather than August. It was hoped that the consultants would be able to finish the work in the specified time, or request extra time in their proposals.

When completed, the revised survey will be distributed to several offices, including the Portage Library, a copy to Joe DeRose, and one to the National Park Service. The survey may be placed online. There will be no copyright on the finished report.

DeRose encouraged the HPC to apply for other grants, suggesting application for certification of proposed districts. A letter of intent is due by Sept. 11, with the full proposal due by mid-November. The 1993 survey identified 60 eligible properties, plus 426 properties in 10 proposed districts. De Rose noted that the cost for certification generally runs \$5000 to \$15,000 for a district; an individual building costs about \$3000.

8. Adjournment

Miller-Lamb requested that the next meeting include an agenda item to discuss a special prize for the scavenger hunt this year. Chair Klapper adjourned the meeting at 7 pm.

Respectfully submitted,
Erin Foley
Secretary