

HISTORIC PRESERVATION COMMITTEE MINUTES
OF MAY 2, 2016 MEETING

Meeting called to order by Chairperson Schnitzler at 4:02 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Ken Wood; Ken Bargender; Bill Penker; Kris Coleman; Vickie Schnitzler; and, Kris Keogh.

ABSENT: Alderperson Jason Zaleski (excused).

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of May 2, 2016 Meeting.

HP16-18 Motion by Wood, second by Penker to approve the minutes of the May 2, 2016 meeting.
Motion Carried.

Citizen Comments.

Thank you notes from the Art Student winners were passed around, thanking the Committee for the awards. One of the winners also sent a thank you note to the Genealogy Group.

Bargender said the cemetery tours did well. They had about 266 students and adults attend the events. There were 8 reenactors.

Wood said he held 2 bus tours of the Historic Walking Tours and 5 video tours of the videos that were made. They will be doing 5 more by bus with Stoney River.

The local TV station videotaped Taps at the cemetery, at the Pie and Ice Cream Social, the 2442 song, etc.

Discuss Ideas for the Press Release for the Soo Line Steam Locomotive No. 2442.

Bargender gave an update on the status of the restoration work. It just needs a little touch up paint and window has been reinstalled. June 18th is Zoofest and he'll get it done before then.

Schnitzler will ask Keith Meacham to be part of the restoration promotion event.

Coleman asked about the brochure about if the 2442 was the last remaining example of its class.

Wood pointed out a typo in the press release.

Penker asked the CVB was promoting it. If not, who should be releasing the press release? Could it come from both of us? If we do something, it would be nice to get it on Channel 7 or 9.

Schnitzler asked if Bargender could go and finish up cleaning up the area. Add in the press release that it will be open for close-up viewing during Zoofest.

Keogh asked if Keith Meacham could be dressed up to do a photo op with visitors.

Bargender asked about possible flags on the tender and engine. They could be year-round in the future. It might cost around \$60. Bargender will look at acquiring flags.

Staff will ask Matt McLean about the TV coverage for Zoofest.

Miller already asked Tom Buttke about using the train they use in the Fair, but he said they were unable to use it last time and that we would have to talk to the Adam Fischer at the Central Wisconsin State Fair Association and Adam is presently out of the county.

Review Historic Preservation Committee 2016 Budget.

Miller explained that the year to date expenses total \$673.75, leaving \$1,576.25 remaining. Of the remaining amount, \$500 is dedicated to conference registrations and travel expenses for the members.

Discussion Items for 2017 Budget.

Miller gave an update on the current status of the printed walking tour brochures. Based on the current inventory, additional orders of the Park Street and Upham Mansion could be made. Plus if the Committee would like to develop the Buildings of Architectural Interest, printing them would be an additional expense.

There are plenty of historic yard signs so the Committee shouldn't need additional signs at this time.

Bargender suggested getting more stickers for the signs telling people who to call.

Miller also mentioned the cost for the downtown plaques would be about \$70 per plaque which includes installation. Depending on the number of plaques Main Street and the Committee would like to do, the Committee could look to budget money for them as well. Ask the Committee about a building to start with. Maybe would do a total of 26-30 plaques. Add the plaques as a discussion item at the next meeting.

The budget should also be on the next agenda.

Review Brochures and Cost Estimates for Soo Line Steam Locomotive No. 2442 Historic Brochure.

Heinzen Printing provided a cost estimate to set up the brochure for the 2442 (\$25-\$60) plus gave us a range of prices depending on the quantity.

250 brochures = \$248.00
500 brochures = \$398.00
1000 brochures = \$428.00

So it should be less than \$500 to print 1,000 copies of the brochure. Included in the brochure is a prototype. The trifold size is proposed to match the current historic walking tour brochures, but will only be a half sheet.

The Committee asked staff to get additional cost estimates for 2,000 – 2,500 brochures to get the unit

cost down. The Committee also asked staff to print 200 brochures for the Zoofest event in-house.

Coleman suggested fixing the last sentence in the brochure as it got cut off.

Review City's Mission and Vision Statement.

Miller explained the Common Council has requested feedback on proposed mission/vision statements. All feedback will be passed along to Steve so he can share that information with the Common Council.

- Mission: It is the mission of the City of Marshfield to provide a fiscally-sound, family-oriented community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe environment for residents and visitors.
- Vision: We will be a city of diverse interests and values through advancement of policies and allocation of resources that promote innovative, sustainable growth and enterprises while recognizing the heritage and culture of the region.

Coleman suggested in the vision statement that 'history' might be a better term to use than 'heritage' in this use.

It was suggested to change region to community in the vision statement as we are talking about a vision for the City.

Penker mentioned the term sustainable growth. What does that mean? Is it in reference to the City operations or from an ecological perspective.

HP16-19 Motion by Keogh, second by Wood to recommend a change in the Vision statement, changing the word "region" to "community".

Motion Carried.

Staff Updates

- Comprehensive Plan Update. Miller stated that the Existing Conditions report is nearly complete and should be available to the public by July. A presentation about the Community Survey results will be given by the UWRF Survey Research Center on Tuesday, June 28, 2016 at 6:30 pm at the Common Council meeting.

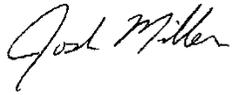
Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, July 11, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, June 6, 2016 meeting minutes, approval to purchase brochures for the 2442, discussion to create a non-walking tour historic district for Hungry Hollow to mark with a sign, plaque program for 2017 Budget, update on the buildings of historical interest brochures, and other topics that may come up.

Adjourn.

With no other business on the agenda or comments from the Committee, Chairperson Schnitzler declared the meeting adjourned at 5:02 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Josh Miller". The signature is written in a cursive, flowing style.

Josh Miller
City Planner