



CITY OF MARSHFIELD

MEETING NOTICE

HISTORIC PRESERVATION COMMITTEE - **AMENDED**

Monday, May 2, 2016

4:00 PM

Conference Room 108

First Floor, City Hall Plaza

AGENDA

1. Call to Order – Secretary, Josh Miller.
2. Introduction of New Committee Members.
3. Election of Chairman.
4. Election of Vice-Chairman.
5. Approval of Minutes – April 4, 2016 meeting.
6. Citizen Comments.
7. Consider Purchase of Brochure Display for Wildwood Park for Approximately **\$75**.
8. Consider Purchase of Exterior Brochure Stand for the Soo Line Steam Locomotive No. 2442 for Approximately \$30.
9. Consider Reimbursement for Repairs to the Soo Line Steam Locomotive No. 2442 for Approximately \$41.
10. Discuss Ideas for the Press Release for the Soo Line Steam Locomotive No. 2442.
11. Set Meeting Date and Future Agenda Items.
12. Adjourn.

Posted this 28th Day of April, 2016 by 5 PM by Josh Miller, City Planner.

Notice

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk at 630 South Central Avenue or by calling (715) 384-3636.

HISTORIC PRESERVATION COMMITTEE MINUTES
OF APRIL 4, 2016 MEETING

Meeting called to order by Chairperson Wood at 4:00 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Ken Wood; Alderperson Gary Cummings; Ken Bargender; Bill Penker; Keith Meacham; Vickie Schnitzler; and, Kris Keogh.

ABSENT:

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of March 7, 2016 Meeting.

HP16-09 Motion by Cummings, second by Keogh to approve the minutes of the March 7, 2016 meeting.

Motion Carried.

Citizen Comments.

Gary Cummings thanked everything the Committee and volunteers do for the community. Miller thanked Gary Cummings for his 6 years of service to the Historic Preservation Committee.

Bargender said the window on the 2442 was blown in. Wants a key and he'll take care of it.

Update Main Street Historic Plaque Program.

Miller stated that Main Street Marshfield is still waiting on information about being able to put together similar plaques as the Omro program with Marshfield Monument. The biggest challenge so far is finding a way to do the black bordering that the Omro plaques have. Staff will be reaching out to Events Etc. and has spoken to Jill from Burt Trophy and Awards and she is looking into options for the plaques. Staff will continue to work on this project and update the Committee with new information.

Update on Brochure Displays in the Wildwood Park and Zoo.

Miller reported that the space that we have to work with for the brochure display in the Wildwood Pavilion is 3.85 feet between the light switch and the drinking fountain. Staff has found a variety of display options in an office furniture catalog and has included those pages in this packet for the Committee's review. The dimensions of the different displays are included in the brochure, but the pocket dimensions are not shown. Most of the smaller pockets won't fit the Historic Walking Tour brochures, but you can typically put two sets of brochures in the larger magazine style pockets and just overlap them a bit. The second to last picture is a display rack that Matt McLean sent over as another option. Staff would like the Committee to review the options and come up with a recommendation at the meeting on the style of rack they would like to see in the Wildwood Pavilion.

Staff is recommending Item C. Acrylic Oak Literature Racks on page 854. The 9 pocket style rack is in the lobby of the 6th floor in City Hall and each pocket can hold approximately 50 Historic Walking Tour brochures (25 brochures of two separate districts – photo is included). Staff would recommend going with the 6 pocket rack to reduce cost and while providing enough space between the rack and drinking

fountain. Although staff has a recommendation, we wanted to include other options so the Committee could see what else is out there and consider other display racks.

Matt McLean said that MACCI has been considering replacing their racks in the MACCI office and he would look into the possibility of donating one of the racks to the Committee. Unfortunately, none of the racks would fit the space in the pavilion. However, if the Zoo Store would allow a rack and it would fit in the store, that might be an option. Once we get the rack for the pavilion taken care of, we'll look at one for the Zoo Store.

Penker suggested asking the high school to see if they could design a custom rack. Wood said you would have to give them a year lead time.

Miller will send out pictures of the wall racks from MACCI.

Meacham liked letter F on page 857 for an outdoor box by the 2442.

The Committee felt getting something in the Zoo Store sooner than later would be a good idea. This will be a busy year for the Zoo so we should reach out to them.

This item will be on the agenda for next month and staff will begin discussion with the Zoo Store.

Update on Historic Preservation Month Activities and the Installation of Yard Signs.

Miller passed around the poster and latest email from the Historic Preservation Planning Committee. The reception will be held on May 12th at 5:30 pm at the Marshfield Public Library. Wood will be doing the walking tours by bus and by video.

Miller also asked for volunteers to put up the yard signs. The signs will be set up by Friday, April 29th and an email reminder will be sent out.

Discussion of Possible Stewardship Award Nominations – North Wood County Historical Society, Upham Mansion, 212 West 3rd Street.

Donald Schnitzler has submitted a nomination for the North Wood County Historical Society for their work on the Upham Mansion. The nomination is included in the packet.

Penker stated that the renovation of the roof was a significant project. He believes because of the repainting, we have a more significant building than we've had in the past.

Wood said the garage is next on the list and will match the house.

Wood will be abstaining from voting as the Vice-Chair of the Society.

HP16-10 Motion by Penker second by Meacham to accept the nomination for the Stewardship Award by Donald Schnitzler for the North Wood County Historical Society for the work and preservation of the Upham Mansion.

Motion Carried.

This will be presented at a Common Council meeting in May. Miller will send out reminders about the meeting to the Committee.

Continue Discussion on Buildings of Architectural Interest Brochure Materials.

There are no updates at this time.

Update on 2016 Budget.

Miller gave an overview of the budget and explained that last month, staff reported that the Historic Preservation Committee's 2016 Budget had \$500 for the student art awards and the Committee recommended spending up to \$500 for this year's awards. When reviewing the budget for the April update, staff realized that the 2016 Budget was only \$350, not \$500. The \$350 budgeted was still more than what was spent in 2015, but less than the approved amount by the Committee last month. Staff will work to keep the award and ribbon cost at or below the \$350 budget number.

Schnitzler will order the ribbons and MACCI gift certificates once the names of the winners are revealed.

The Committee will decide who will judge for the awards at the May meeting.

With the expenses made and committed to date, the Committee has approximately \$1,750 remaining in the budget.

Discussion of Covering the Spring Historic Preservation Conference Registration Fee in Green Bay for \$50.

Wood is asking for the Committee to cover the registration fee of \$50 for the Spring conference in Green Bay. He will cover the remaining expenses. No other Committee member requested to attend.

HP16-11 Motion by Penker second by Cummings to pay for the Spring Historic Preservation Conference Registration Fee in Green Bay for \$50.

Motion Carried.

Renew the One Year QR Code Subscription for \$99.95.

HP16-12 Motion by Penker second by Cummings to renew the QR Code subscription for \$99.95.

Motion Carried.

Renew Membership to the National Trust for Historic Preservation for \$20.

HP16-13 Motion by Penker second by Keogh to renew membership to the National Trust for Historic Preservation for \$20.

Motion Carried.

Staff Updates

- **Comprehensive Plan Update.**
- **Press release for the 2442.** Meacham said this is the 60th year of the 2442 being in Marshfield in November. Cummings said we could get someone from the railroad to speak. Bargender said we could have an event with people already at the park and zoo. Get the brochure stand up and brochures made by Hub City Days. The Committee will discuss this more at the May meeting.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting will be held on Monday, May 2, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, April 4, 2016 meeting minutes, outdoor brochure for the 2442, putting out a press release for the 2442, deciding on judges for the student art awards, and other topics that may come up.

Adjourn.

Motion by Schnitzler, second by Bargender to adjourn meeting at 4:52 P.M.

Motion Carried

Respectfully submitted,



Josh Miller
City Planner



City of Marshfield Memorandum

TO: Historic Preservation Committee
FROM: Josh Miller, City Planner
DATE: May 2, 2016

RE: Historic Preservation Meeting Attachments

Citizen Comments.

Ken Wood was not able to attend the Spring Historic Preservation Conference in Green Bay. We were able to inform the organizers prior to the conference and will be refunded the registration fee.

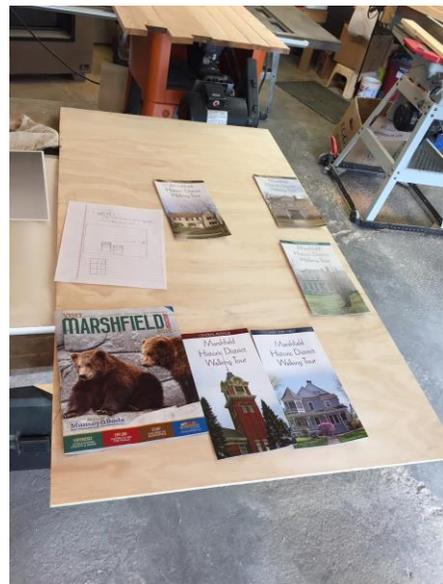
The Stewardship Award will be presented to the Northwood County Historical Society on Tuesday, May 10, 2016 at the Common Council meeting. Members of the Historic Preservation Committee are invited and encouraged to attend.

Due to the timing for the judging of the Student Art Awards, the judges have already convened and selected winners. The judging was open to anyone on the Committee. This was an agenda item from last month to place on the May agenda, but since the judging has been completed, this item was removed.

Consider Purchase of Brochure Display for Wildwood Park for Approximately \$75.

Last month, Gary Cummings recommended the Committee reach out to Mert Fischer about possibly constructing the brochure displays for the Wildwood Pavilion. Staff met with Mert Fischer a couple of weeks ago to discuss the display and dimensions. He had a piece of plywood 26" x 48" that could work. He would put a wood frame around it and add shelves. Plexiglas would be added to the front of the shelves. It could have three or four rows depending on how many shelves the Committee wanted. He would also plan on painting it white.

The proposed rack would be about a foot taller than the rack in the 6th Floor lobby of City Hall. The estimated cost for making the display would be no more than \$75.



Consider Purchase of Exterior Brochure Stand for the Soo Line Steam Locomotive No. 2442 for Approximately \$30.

At the April Historic Preservation Committee meeting, the Committee asked about having an exterior brochure stand for the 2442. The outdoor brochure stand available in the office supply catalog is just under \$30. The dimensions of the stand are 10”w 4 ½”d x 13 1/8”h, clear/black. It would hold letter and legal size. More information on the stand is included in the packet. Regardless of how big the Committee wants to make the brochures, they should fit in the proposed stand.

Consider Reimbursement for Repairs to the Soo Line Steam Locomotive No. 2442 for Approximately \$41.

Ken Bargender and staff recently inspected the blown in window on the northeast side of the Soo Line Steam Locomotive No. 2442. Upon inspection, it was determined that one of the glass panels had shattered and the wood floor of the cab was left untreated. Staff had the window replaced and Ken Bargender purchased some paint and painted the floor and the exterior hardware. The cost to fix the window of the cab is \$25 and the approximate cost of the paint was \$16. Staff is requesting that the Historic Preservation Committee reimburse the expenses, totaling \$41.

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

Last month the Committee asked to bring forward an item to discuss options of tying an event to the press release, announcing the restoration work on the 2442. This item is back on the agenda to continue with that discussion. The draft press release is included in the packet.

Staff Updates.

- Comprehensive Plan Update.

Set Meeting Date and Future Agenda Items.

The next regularly scheduled Historic Preservation Committee meeting will be held on Monday, June 6, 2016 in Conference Room 108. The agenda of the next regularly scheduled meeting should include approval of the Monday, May 2, 2016 meeting minutes, and other items that may come up at the meeting.



A.-C. Onyx/Mesh Counter Displays Sturdy steel mesh construction allows the literature to be easily seen and accessed. Magazine size comes with removable divider to allow for pamphlet storage. Greenguard Certified. Limited Lifetime Warranty.

PRODUCT NO.	KEY	DESCRIPTION	SIZE	LIST PRICE
1 SAF 5640BL	A	4-Pocket Magazine Rack	9¾"W x 6½"D x 18"H	66.00- EA
2 SAF 5641BL	B	4-Pocket Pamphlet Display	5¼"W x 7"D x 16½"H	45.00- EA
3 SAF 5642BL	C	8-Pocket Business Card Holder	8¾"W x 3"D x 8¾"H	33.00- EA



ITEMS A-E ARE GREENGUARD CERTIFIED



D. E. Reveal Tabletop Displays Rotating crystal clear acrylic displays allow guests to view literature from several angles. Two-tier design holds pamphlet titles on a counter or table using minimal inches of space. Easy to spin. Each pocket holds 1" of printed material. Greenguard Certified. Limited Lifetime Warranty.

PRODUCT NO.	KEY	DESCRIPTION	SIZE	LIST PRICE
4 SAF 5697CL	D	6 Pamphlet	9½"W x 9½"D x 12½"H	86.00- EA
5 SAF 5698CL	E	6 Magazine	15"W x 15"D x 14"H	149.00- EA



F. Outdoor Literature Box

Sturdy, break-resistant and weather proof outdoor box. Lid protects materials inside. Holds letter size documents. Includes plastic ties and screws for mounting. Black/Clear.



PRODUCT NO.	SIZE	LIST PRICE
6 DEF 790901	10"W x 4½"D x 13¾"H	29.34- EA



G. Tiered DocuHolder Literature Holders

Clear plastic provides maximum visibility of literature. Freestanding or wall mountable. Displays a variety of literature at once creating a space-saving unit.

PRODUCT NO.	DESCRIPTION	SIZE	LIST PRICE
7 DEF 77701	4 Leaflet	4¾"W x 8"D x 10"H	32.34- EA
8 DEF 77301	3 Magazine	9½"W x 8"D x 12¾"H	40.43- EA
9 DEF 77401	6 Leaflet	9"W x 7½"D x 13¾"H	45.40- EA



H. Stand-Tall Literature Display for Counter & Wall

Clear holder is break-resistant. Ribbed groove prevents sheets from sliding. Single pocket. Tension bracket holds contents upright. Mounts on wall or stands alone on counter top. Mounting hardware included.

PRODUCT NO.	DESCRIPTION	SIZE	LIST PRICE
10 DEF 55501	Magazine Size	9½"W x 2¾"D x 11¾"H	24.26- EA



I. Foldem-Up Literature Holder

Clear, plastic snaps together creating a quick display. Holds literature up to 4¼" wide. Adaptable for desk, counter or wall use. Packed six each per package. Single pocket.

PRODUCT NO.	DESCRIPTION	SIZE	LIST PRICE
11 DEF 51601	Leaflet Size	4¾"W x 2½"D x 7¼"H	24.25- PK



J. Single Compartment DocuHolder For Countertop Or Wall Mount

Clear plastic provides maximum visibility of literature. Use either freestanding or wall mounted.

PRODUCT NO.	DESCRIPTION	SIZE	LIST PRICE
12 DEF 77001	Magazine Size	9¼"W x 3¾"D x 10¾"H	42.93- EA
13 DEF 77501	Leaflet Size	4¾"W x 3¼"D x 7¾"H	6.35- EA



FIND MORE ONLINE

Literature Racks

‡Cannot be shipped UPS.
 ††Cannot be shipped UPS Air. LA

Contact:

Matt McLean, Director
Marshfield Convention &
Visitors Bureau

715-384-4314
800 422 4541
700 S. Central Ave.
Marshfield, WI 54449
www.visitmarshfield.com



PRESS RELEASE: RESTORATION WORK RECENTLY COMPLETED ON THE CAB OF THE SOO LINE STEAM LOCOMOTIVE NO. 2442



Late last summer, the City of Marshfield's Historic Preservation Committee hired Dennis Bargander of Dennis Bargander Construction to work on the cab restoration project. The project included a reconstruction of the roof, replacement of the windows, replacement of the cab floor, and reinstallation of the existing hardware. The project is now complete! Although this project is finished, there is still some additional work to do on the cab as part of a possible future restoration project, such as adding the seats in the cab, fixing the interior lighting, and adding a canvas curtain to the back of the cab to weather proof it the engine a bit and prevent further degradation of the cab.

Keith Meacham, member of the Historic Preservation Committee, lent his expertise on the project and volunteered numerous hours of his time providing guidance and replacing much of the hardware. Although the project took longer than initially planned, the project stayed on budget and the Committee is pleased with the results.

The Committee is also excited about the future of the 2442. The planned route for the Wildwood-McMillan Connector trail goes right past the engine site. The zoo is seeing a resurgence of visitors with the new Kodiak Bears Munsey and Boda and three new wolves recently introduced; this will bring more visitors to see the Historic 2442 train to Wildwood Park and Zoo. With plans for construction in the next year or two, the Committee is hopeful that the trail will also bring more foot traffic up close to one of Marshfield's treasured historic resources.