



CITY OF MARSHFIELD

MEETING NOTICE

HISTORIC PRESERVATION COMMITTEE

Monday, September 12, 2016

4:00 PM

Conference Room 108

First Floor, City Hall Plaza

AGENDA

- 1. Call to Order – Chairperson, Vickie Schnitzler.
2. Approval of Minutes – July 11, 2016 meeting.
3. Citizen Comments.
4. 2016 Historic Preservation Committee Budget Update.
5. Discussion of Buildings of Historical Interest Brochures.
6. Discussion of a Brochure Display Case in the Wildwood Station Pavilion.
7. Discussion of Promoting the 2442 at Maple Fall Fest.
8. Discussion of Developing a Hungry Hallow Historic District.
9. Discussion about the Great Things Are Happening Here Event.
10. Discussion of Opportunities to Promote Historic Tax Credits.
11. Staff Updates
a. Comprehensive Plan Update.
12. Set Meeting Date and Future Agenda Items.
13. Adjourn.

Posted this 6th Day of September, 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 JULY 11, 2016 MEETING

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

PRESENT: Ken Wood; Ken Bargender; Bill Penker; Vickie Schnitzler; Alderperson; and, Kris Coleman (arrived late).

ABSENT: Jason Zaleski; and, Kris Keogh

ALSO

PRESENT: Josh Miller, City Planner.

Approval of the Minutes of June 6, 2016 Meeting.

HP16-20 Motion by Penker, second by Wood to approve the minutes of the June 6, 2016 meeting.
Motion Carried.

Citizen Comments.

None.

Recap of Soo Line Steam Locomotive No. 2442 Open Event at Wildwood and Discussion of Possible Future Promotional Events at Hub City Days and Maple Fall Fest.

Schnitzler reported that they had 206 people go through the gates of 2442 that day. It was a very successful event with a good turnout.

Bargender said they heard very positive feedback. One person thought they could go up inside the cab, but they couldn't allow that.

Kris Coleman arrived at 4:04 P.M.

There was enough interest, we should hold other events.

Schnitzler said that because of all the comments they got of people wanting it to be open more, maybe they could be open again for Hub City Days and Maple Fall Fest. She had some reservations for Hub City Days because there aren't as many people in the park.

Bargender was in favor of Maple Fall Fest because of the draw that that event is at Wildwood Park. Penker agreed. Bargender suggested maybe just tie it with Zoofest and Maple Fall Fest each year.

Coleman suggested putting signs or table tents in some of the restaurants. Members came up with ideas such as Chips, Hub City Ice Cream, Melody Gardens, Kitchen Table, Hardee's, and Culvers.

Look at holding an event at Maple Fall Fest. Check with the Convention and Visitors Bureau about the event and borrowing a tent. Maybe rent the pavilion for Zoofest 2017. Schnitzler will invite Keith Meacham to the event.

Miller stated that moving forward Committee members are not permitted to purchase or sell items in the future on behalf of the Historic Preservation Committee. This will make the accounting and financial activities of the Committee straight forward.

HP16-21 Motion by Wood, second by Coleman to promote an event on Saturday, September 17, 2016 from 10:00 A.M. – 2:00 P.M. at the Soo Line Steam Locomotive No. 2442.

Motion Carried.

Request to Reimburse Ken Bargender for Flags for the Soo Line Steam Locomotive No. 2442 for approximately \$80.

HP16-22 Motion by Wood, second by Penker to reimburse Ken Bargender for up to \$79.63 for the flags on the Soo Line Steam Locomotive No. 2442.

Bargender abstained. **Motion Carried.**

Discuss Purchasing Brochures for Soo Line Steam Locomotive No. 2442 for a cost not to exceed \$650.

Schnitzler said Tom Ptak would like his name added to the photo for credit.

HP16-23 Motion by Wood, second by Penker to spend up to \$650 for 2,500 copies of the Soo Line Steam Locomotive No. 2442 brochures with the addition of Tom Ptak's name for the cover photo credit.

Motion Carried.

Discussion of Paying 2016 Historic Preservation Conference Registration Fees up to \$500.

HP16-24 Motion by Penker, second by Wood to spend up to \$500 for the 2016 Fall Historic Preservation Conference.

Motion Carried.

Discussion of Downtown Plaque Program and Budget.

Miller gave an update on the Downtown Historic Plaque program. If the Committee can set aside \$400 and the Main Street Design Committee can set aside \$400, approximately 10 plaques could be completed next year. The Main Street Design Committee is currently working on a prototype plaque for the Main Street Office.

Discussion Items for 2017 Budget.

Wood said the Committee has been running bare bones the past few years. Thinks the increase is appropriate. Penker agreed with Wood on that point and feels that a lot of what the Committee is proposing is related to positive communication and the City needs to do more of that. Bargender said he feels we definitely contribute towards tourism.

HP16-25 Motion by Penker, second by Wood to approve the proposed 2017 Historic Preservation Budget of \$5,000.

Motion Carried.

Discussion of Developing a Hungry Hollow Historic District.

Wood passed out a newspaper article from 2010 about Hungry Hollow. The buildings that were built were not all the same. Roddis did not build them, but guaranteed the loans from every loan his employees purchased.

Schnitzler said there isn't an official Hungry Hollow designation anywhere.

Bargender said his grandfather worked for Roddis. Growing up that's (Hungry Hollow) what people called the area.

Eventually, Wood would like a plaque describing the district. Postpone further discussion until September.

Staff Updates

- Comprehensive Plan Update. Miller stated that the Existing Conditions report is now available.

Set Meeting Date and Future Agenda Items.

The next regular Historic Preservation Committee meeting in August will be canceled. The next meeting will be held on Monday, September 12, 2016. The agenda of the next regularly scheduled meeting should include approval of the Monday, July 11, 2016 meeting minutes, promote historic tax credits, buildings of historical interest brochures, Hungry Hollow historic area, brochure display case, 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 5:08 P.M.

Respectfully submitted,



Josh Miller
City Planner



City of Marshfield Memorandum

TO: Historic Preservation Committee
FROM: Josh Miller, City Planner
DATE: September 12, 2016

RE: Historic Preservation Meeting Attachments

2016 Historic Preservation Committee Budget Update.

The Committee has \$1,283.66 remaining in the budget. This does not include the \$650 approved for the Soo Line Steam Locomotive No. 2442 brochures (still waiting on invoice). If we estimate the brochures were \$650, then the remaining budget is around \$630. Approximately \$30 will be used for future mailings and up to \$300 could be used for Travel (mileage reimbursement for the conference). The remaining \$300 is currently not dedicated for anything, but could be used for items such as labels for the yard signs. If the Committee does not spend the money this year, it goes back into the General Fund for the City and will not be carried forward in 2017. This does not mean it needs to be spent, but staff wanted to make sure all the Committee members was aware of the process.

Description	Approved 2016	Spent 2016	Remaining 2016
Office Supplies & Expenses	\$500.00	\$359.47	\$140.53
General Office Supplies	\$150.00	\$41.47	-
Student Art Display	\$350.00	\$318.00	-
Publications, Subscriptions, Dues	\$150.00	\$159.95	-\$9.95
Travel (Conferences/Registrations)	\$500.00	\$200.00	\$300.00
Operating Supplies	\$1,100.00	\$246.92	\$853.08
Total	\$2,250.00	\$966.34	\$1,283.66

Discussion of Buildings of Historical Interest Brochures.

This item was last discussed at the March 7, 2016 Historic Preservation Committee meeting. Since that time, the Committee decided to focus on the Soo Line Steam Locomotive No. 2442 brochures. Those have since been developed, printed, and distributed. The outdoor display case has been installed on the security fence of the 2442. The Committee did request \$1,000 in the 2017 Budget for the buildings of historical interest brochures, so if the Committee wanted to continue working on them this fall, they could be ready to print in early 2017 if that request gets approved by the Common

Council. At this point, staff would like to reaffirm the direction of the Buildings of Historical Interest Brochures and if the direction is to move forward with them, request that the Committee set aside an upcoming meeting to work on them.

Discussion of a Brochure Display Case in the Wildwood Station Pavilion.

The brochure display case in the Zoo Store seems to be a success. Although the case isn't permanently mounted in the store, it is next to the checkout and very visible. The Committee did request nearly \$400 for a brochure display case and the initial thought was to put up a nice brochure display case in the Wildwood Station Pavilion in the bathroom hallway. The Parks and Recreation Director is in favor of the case and is willing to have it installed. Because the brochures are an irregular size, standard cases won't fit the brochures without some overlap. Staff would like to discuss what options the Committee is interested in for a brochure display case.

Discussion of Promoting the 2442 at Maple Fall Fest.

The Committee voted in July to hold an event to promote the 2442 the same weekend as Maple Fall Fest, September 17-18, 2016. Keith Meacham and others from the train club will be present. Staff wanted to discuss the event and the promotion of the event with the Committee members.

Discussion of Developing a Hungry Hallow Historic District.

This item was on the July meeting agenda as well and was held over to the September meeting. Staff wants to find out what the Committee's plans are for this neighborhood and discuss what the appropriate method is for designating the area as a historical district or a neighborhood of historical interest.

Discussion about the Great Things Are Happening Here Event.

The Great Things Are Happening Here event is coming up on Sunday, November 13th from 1-4 pm. There is no cost for the event and setup begins at noon. At least two volunteers are needed to staff the display and the time could be split into multiple shifts. If the Committee wants to participate, they should make sure they have enough volunteers and make a motion to direct staff to submit the registration form. Last year, those that attended the event suggested the Committee offer a prize. Staff would like the Committee to talk about what prize, if any, they'd like to offer. Approval to spend the money on the prize would happen at the following month's meeting.

Discussion of Opportunities to Promote Historic Tax Credits.

Currently, tax credits are available for private residences and businesses that are either listed on the State or National Register of Historic Places or are a contributing property within one of the five state and national historic districts. The City website does have some links to tax credit information, and as realtors and residents call regarding property within a historic district, staff informs them that some rehabilitation projects may be eligible for tax credits. Other than that, not much else is done to promote available tax credits. At the July meeting, this item was asked to be placed on the September meeting

agenda.

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, October 3, 2016 in Conference Room 108. The agenda of the next regularly scheduled meeting should include approval of the Monday, September 12, 2016 meeting minutes, and other items that may come up at the meeting.

Great Things Are Happening Here!

On **Sunday, November 13th at Noon** we celebrate the opening of the new **Everett Roehl Marshfield Public Library with a special ceremony and open house.** Coinciding with the **1:00 – 4:00 p.m.** open house, we are again hosting an appreciation event to recognize Library supporters as well as the many community organizations and individuals, who make Marshfield a great place to live, learn, work, and play. Please join us in a celebration of the great things happening here at the Library and in our community. There will be snacks and entertainment for adults and children.

Great Things Are Happening Here! because so many organizations come together to make Marshfield a better place to live. Often, efforts to improve our community are unrecognized or unacknowledged. This event is an opportunity for you to share with others the great things that you and your organization make happen.

Marshfield Public Library invites **you** to bring your organizational information to exhibit or simply to join us for this community celebration. **To reserve a space, please return the enclosed form by November 2nd to Marshfield Public Library.** The Library will provide one table (6' x 2 ½') for each group submitting a reservation. **Please tell us if you need electricity,** have special setup needs, or would like to be part of the entertainment for the day. Spaces are limited, so reserve early to assure that we have room for you. If you have questions, please contact Bethany Pierson at (715)387-8494 ext. 2743.

Offering a drawing prize at your table is a way to increase the number of visitors to your table. If you choose to offer a prize, we will supply entry forms for you to use. After you draw the winner's name, we'll leave it up to you to contact the winner, which gives you one more opportunity to connect with them.

Exhibitors will be able to set up from 9:30 a.m. to 11:45 a.m. on Sunday, November 15th. Please use the Library delivery entrance on the east side of the building off the Cedar Avenue parking lot. The door will be marked and a staff member will be available to assist you.

For all that you do, Marshfield Public Library thanks you!



Lori Belongia
Library Director

Enclosure

**Marshfield Public Library
2016 Great Things Are Happening Here!
Organization Exhibition Form**

Space is limited! If your organization wishes to exhibit at the Marshfield Public Library's 2016 Great Things Are Happening Here! Celebration on Sunday, November 13, 2015 from 1-4 pm, **please fill out and return the following form as soon as possible before November 2, 2016 to:**

Everett Roehl Marshfield Public Library
105 South Maple Avenue
Marshfield, WI 54449
Fax: (715) 387-6909 or email to bpierson@marshfieldlibrary.org

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

E-Mail address: _____

How many people will be attending: _____

Do you need electricity: Yes or No (circle one)

Will you need entry forms: Yes or No (circle one)

Please list any special needs: _____
