

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF JULY 6, 2015 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 Ken Bargender; Vickie Schnitzler; and, Bill Penker.

**ABSENT:** Kris Keogh (excused); Keith Meacham (excused); Gary Cummings (excused).

**ALSO**

**PRESENT:** Matt McLean, Director of the Convention and Visitors Bureau; and, Josh Miller, City Planner.

**Approval of the Minutes of June 1, 2015 Meeting.**

**HP15-21** Motion by Bargender, second by Schnitzler to approve the minutes of the June 1, 2015 meeting.

**Motion Carried.**

**Citizen Comments.**

Penker said last meeting he was in Dubuque, IA. Passed out brochures to review and discussed some of the promotional things they do for historic tours and signage.

Bargender asked if 2<sup>nd</sup> Street would have any impact on the historic district. Miller stated no.

Wood said that he didn't hear anything good about the 2<sup>nd</sup> Street project when he visited with the shop owners in the Downtown. They don't like one-way streets or outdoor seating areas.

**Review of Tasks from the Special March Meeting.**

The Committee discussed the list and proposed the following items to work on by the end of 2015.

Completed Already

- Revise the Historic Preservation Ordinance.

Plan to Complete by the End of 2015

- Set up meeting with Parks, Recreation, and Forestry Committee to discuss path around 2442.
- Work with outside group on 2442 improvements such as a wrought iron fence and brick pavers around the pavilion.
- Put together a guide of architecturally and historically significant properties that are outside the historic districts (for the first brochure plus ongoing for future brochures).
- Put together an historic directory as a community resource (could maybe put it on the CVB and City websites, but probably not in Community Guide).
- Devote a future meeting to just brainstorming on promoting and advertising historic resources – invite Main Street and CVB.

For 2016 and Beyond

- Put together a larger spread for CVB's annual publication (by the end of November).

- Develop a list of historic buildings to put signs on.
- Work with CVB on promotion of outside media sources such as Channel 13.
- Increase cooperative efforts with the Marshfield Clinic.
- Get negatives of the photos taken of the downtown back alleys developed.
- Mount historic photos on foam core and have an exhibit or showing with New Visions Gallery or Chestnut Avenue Center for the Arts.
- Get involved with the Library mural.

Matt said they are looking for information for the 100 year anniversary of the Round Barn and Marshfield Clinic and asked if anyone on the Committee would be interested in putting something together for the annual brochure.

Matt stated that an historic directory is pretty broad. What does that mean exactly? The directory would mainly be a resource of where to find certain historic records/data and who to contact for that information.

Schnitzler asked if the guide could reference the businesses that are using historic photos.

**Continue Discussion on the Buildings of Historical Interest Brochures.**

Vickie Schnitzler brought copies of the updated information and presented the information. She also put together a mockup of the brochure with map. She feels there needs to go out with the guide and confirm the style of house. She has room for 14 styles if we do one of each style. We should get permission for using the photos and addresses of the homes in the brochure.

Matt McLean suggested that we go with the photo where we have the best pictures and the oldest styles.

**Proposed 2016 Historic Preservation Committee Budget.**

Miller stated that the budget in the packet was a little off and proceeded to present the corrected numbers as follows:

Description	Approved 2015	Proposed 2016
Office Supplies & Expenses	<b>\$600.00</b>	<b>\$500.00</b>
• General Office Supplies	\$100.00	\$150.00
• Student Art Display	\$500.00	\$350.00
Publications, Subscriptions, Dues	<b>\$110.00</b>	<b>\$150.00</b>
Travel (Conferences/Registrations)	<b>\$500.00</b>	<b>\$500.00</b>
Operating Supplies	<b>\$900.00</b>	<b>\$1,100.00</b>
<b>Total</b>	<b>\$2,110.00</b>	<b>\$2,250.00</b>

Miller asked if the Committee had any additional budget items to add for 2016.

Miller mentioned that there was a hit and run incident back in March where the north Central Avenue Historic District sign was vandalized. It will cost \$1,280 to replace it. The Committee suggested that staff check with Mike Winch to see if we have the sign and check with Rick Gramza to see what we can do with it. See if we can temporarily reuse it. Otherwise, check on what kind of deductible the City has.

**HP15-22** Motion by Penker, second by Bargender to approve the budget as presented.  
**Motion Carried.**

**Topics for Joint Meeting with Parks, Recreation, and Forestry Committee.**

Since this past winter, the Committee has wanted to hold a joint meeting with the Parks, Recreation, and Forestry Committee to discuss improvements to the Soo Line Steam Locomotive No. 2442. Miller suggested the following topics for the joint meeting with the Parks, Recreation, and Forestry Committee meeting:

- What types of improvements could be made to the area around the Soo Line Steam Locomotive No. 2442? (wrought iron fence, brick pavers, interpretive signage, etc.)
- Who is responsible for developing a plan for the area?
- Could the steam engine be made accessible?
- Who would pay for the improvements?

**Staff Updates.**

- a. Soo Line Steam Locomotive No. 2442 Restoration Work. Making progress, but still work to do.
- b. Historic Preservation Ordinance Amendment. Miller stated the amendment was approved by the Common Council on June 9<sup>th</sup>.

**Set Meeting Date and Future Agenda Items.**

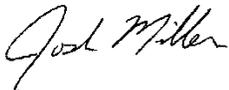
The next regular Historic Preservation Committee meeting will be held on Monday, August 3, 2015. The agenda of the next regularly scheduled meeting should include approval of the Monday, July 6, 2015 meeting minutes, updates on the Architectural Walking Tour Brochures, Historic Preservation Conference Registration, and items from the 2015 Task List.

**Adjourn.**

Motion by Penker, second by Schnitzler to adjourn meeting at 5:10 P.M.

**Motion Carried**

Respectfully submitted,



Josh Miller  
City Planner