

HISTORIC PRESERVATION COMMITTEE MINUTES
OF JULY 6, 2009 MEETING

Meeting called to order by Chairperson Guensburg at 4:00 PM in Conference Room 108 of City Hall Plaza.

PRESENT: Iris Guensburg, Gary Gray, Carl Scott, Alderman Dave LaFontaine (Departed 5:30PM), Ken Wood, Scott Noble, David Korth (Departed 5:25pm)

ABSENT: None

ALSO PRESENT: Bonnie Curtiss, Planner/Zoning Administrator; Jason Angell, Director of Planning and Economic Development (Departed 4:45PM)

Minutes of June 1, 2009 Meeting.

HP09-23 Motion by Scott, second by Gray to approve the minutes of the 6/1/2009 meeting. Curtiss noted a correction; Denise Sonnemann was also present at the meeting.

All 'Ayes' Motion Carried.

Citizen Comments.

None.

2010 Budget Proposal for Historic Preservation Committee.

Angell reviewed the proposed budget with the Committee. The total proposed budget is \$3,550, which includes a \$2,100 increase in operating supplies to cover additional costs for 3 ongoing projects (\$1,000 sign installation, \$500 district brochures, \$500 plan update). Noble said he would like to see more in the travel budget for training.

HP09-24 Motion by Wood, second by Gray to accept the 2010 Budget Proposal for the Historic Preservation Committee as presented.

Committee continued discussion of the proposed budget, individual line items and past history of expenditures.

Motion by Gray to amend, decreasing the publications & subscriptions budget from \$250 to \$150. Motion failed for lack of a second.

Korth stated that the Committee should not go backwards in budget, but increase budget to keep up with increase in operating costs. Noble said the HPC budget should be comparable to budgets of other similar committees such as Sustainable Marshfield.

Motion by Lafontaine, second by Wood **amending Motion HP09-24**, adding \$380 to travel and \$1,070 to operating supplies, for a total proposed budget of \$5000.

Gray voted 'Naye'; rest voted 'Aye.'

Motion carried.

Vote on motion **HP09-24 as amended**; Gray voted Naye, rest voted Aye.

Motion carried.

Scott requested moving the 'New Business' item on the agenda; Chair Guensburg allowed. Scott announced that Planner/Zoning Administrator Curtiss has resigned her position with the city; this is her last meeting.

HP09-25 Motion by Scott, second by Gray to recognize the service of Bonnie Curtiss to the Committee and the Community.
All Ayes. Motion Carried.

Curtiss confirmed her resignation and thanked the Committee. Chairperson Guensburg continued with the regular agenda.

2002 Local Preservation Plan Update.

Curtiss reviewed a matrix/worksheet of goals and objective to help the Committee with prioritization. Carl Scott suggested tackling this task in a Saturday morning workshop. Committee agreed on a Saturday morning workshop and will set a date at the next meeting.

Review/Discuss "Committee" vs. "Commission."

Members reviewed a League of Municipalities fact sheet on the difference between Committee and Commission. Curtiss suggested integrating this examination of governing policy/structure into the local preservation plan framework. She recommended the Committee do a self-assessment using the guide published by the National Trust.

Members reviewed the Historic Preservation Committee By-Laws, adopted in 1994. They observed a couple necessary corrections and noted that the by-laws allow them to establish sub-committees by majority vote.

HP09-26 Motion by Wood, second by Gray to amend Article I of the By-Laws, changing the regular meeting date to the "first" Monday of the month.
All 'Ayes.' Motion Carried.

HP09-27 Motion by Wood, second by Gray to amend Article II of the By-Laws, changing election of officers to occur at the regular "May" meeting with terms to commence the following "June."
All 'Ayes.' Motion Carried.

Update – Walking Tour Brochures Project.

Guensburg reported that the text for three of five districts has been drafted. She is still looking for a photographer. Curtiss reminded the Committee of the July 31st project completion date and recommended requesting an extension. This additional time would allow coordination of brochures with the installation of new historic district signs. The signs should be installed at the suggested starting points of the walking tours.

HP09-28 Motion by LaFontaine, second by Gray to request an extension to the WHC grant project period.
All 'Ayes.' Motion Carried.

Curtiss summarized a total cost estimate to finish all 5 brochures, based on the low estimate of Heinzen Printing. Based on the estimate for type-setting and 500 B/W copies of the multi-fold brochure, the total estimated cost for all 5 brochures is \$1,695; two-color is \$1,895. Heinzen has purchased a new machine and indicated that actual costs may be 20% lower than estimate. Current funds of \$1,350 are available. Curtiss stated that the \$200 set-up estimate could vary depending on the actual amount of information.

HP09-29 Motion by LaFontaine, second by Wood to go with the two-color brochure option. All 'Ayes.' Motion Carried.

Update - Historic District Marker Signs

Curtiss reviewed the sign material, manufacturer, style of sign, size and inscription choices made by the Commission for the signs. Curtiss asked the Committee for direction on color for the background and raised lettering. As an example, she noted the Wisconsin state historic markers are a dark brown background with cream-colored raised letters. She referenced the Founders Square sign as an example for color.

Committee members had different opinions on the colors. Some members noted that all historic district signs, including the downtown signs, should be coordinated. Members agreed to table this item to the next meeting.

Report on CAMP Workshop.

Report will be given at the next meeting.

Old Business.

Curtiss informed the Committee that the CVB will set the 2010 Visitor Guide deadline at their upcoming July 8th meeting. Guensburg asked the Committee to consider ways to approach the School Board regarding their plans for the middle school.

Other New Business.

None.

Motion by Gray, second by Wood to adjourn meeting @ 6:00 PM.
Motion Carried.

Respectfully submitted,
Bonnie Curtiss
Planner/Zoning Administrator