

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF APRIL 23, 2010 MEETING**

Meeting called to order by Secretary Miller at 2:03 PM in Conference Room 108 of City Hall Plaza.

**PRESENT:** Alderman Dave LaFontaine, Ken Wood, Gary Gray, David Korth, and Scott Noble

**ABSENT:** Iris Guensburg, Chairperson, Carl Scott, Vice-Chairperson

**ALSO**

**PRESENT:** Josh Miller, Planner/Zoning Administrator; Candace Zeinert, Planning Intern

**Elect a Temporary Acting Chairperson for the Meeting**

**HP10-18** Motion by Korth, second by LaFontaine to nominate Wood as temporary acting Chairperson for the meeting.

**All ‘Ayes’ Motion Carried.**

**Minutes of April 05, 2010 Meeting.**

**HP10-19** Motion by Gray, second by Noble to table approval of meeting minutes to next regular meeting.

**All ‘Ayes’ Motion Carried.**

**Citizen Comments.**

None

**Pay for Additional Setup Fee for West 5th/6<sup>th</sup> Street Historic District Brochures.**

**HP10-20** Motion by LaFontaine, second by Korth to approve the expenditure not to exceed \$250 for the West 5th/6<sup>th</sup> Street Brochure set up fee.

LaFontaine inquired if the Committee would need to pay setup fee for each additional brochure layout in the past. Miller will investigate how much has been paid in the past for setup fees. Korth stated that in the future the Committee should set a limit to the cost of a project and stick with it, so that no further surprise costs occur. The Committee would require that the business printing the brochures would also need to stick to the limit. Gray stated that setting a limit does not allow changes after the fact to be made. LaFontaine suggested that when brochures are to be updated/reprinted that the Committee should review the homes and possibly showcase different homes within the brochure. Gray would like an up-front full price of the brochures from the printer before the Committee moves forward in printing them. LaFontaine stated that he would like the costs of the reprints of the Historic District brochures to be included in next year’s budget.

**Gray and Noble voted ‘Nay’; rest voted ‘Aye.’**

**Motion Carried**

## **Distribution of Temporary Historic Preservation Month Signs for Historic Districts.**

Committee discussed where the signs are currently located, as some are in Miller's office, others at Scott's home, and the others perhaps at Guensburg's home. LaFontaine stated that he would be willing to set out the signs within the West 5<sup>th</sup>/6<sup>th</sup> Street District. Wood stated that he may be available to help distribute signs. Miller will coordinate the volunteer effort to distribute signs.

## **Review of Historic Information from the Hartl Manor.**

Information was collected from the Assessor's office and the question now raised is how to compile the history. LaFontaine suggested a binder to be placed in the library near the History of Marshfield documents. Wood stated that the binder would most likely be placed within the non-circulating reference section and that it may be a good idea to put the materials on a CD to be included in the binder. Wood will bring his materials on Hartl Manor to the next meeting. Wood will be asking school libraries' opinions on whether or not they would like a binder on Hartl Manor for their library. Gray inquired about who would pay for the printing costs to supply the schools with a binder and suggested that we ask if they would like one before the Committee gives it to them.

## **Recognition of Ken Wood for recent News Herald Articles.**

**HP10-21** Motion by LaFontaine, second by Noble to recognize Ken Wood for his recent News Herald Articles.

Wood stated that he will be submitting articles every 2 weeks, but was wondering who owns the article once it's published. LaFontaine stated that Wood owns the copyright to the articles. Wood's next article will be on grocery stores within the 4 districts of Marshfield. Gray was in support of the articles, but because it was a special meeting, he didn't feel the Committee should take action on items other than the brochures.

**Gray voted 'Nay'; rest voted 'Aye.'**

**Motion Carried**

## **Review of Marshfield Historic Register Plaque Program Policy.**

Korth suggested an increase in the budget request and to change the wording within the budget request to allow flexibility with funds. LaFontaine suggested a change in the policy to allow the Committee to incur all costs for an appropriate granite and bronze at the specific site. Gray and Noble agreed that there should be a change in the policy. The Committee should hold a public hearing on the change. Next meeting will include an item to propose language for the change in the policy.

## **Set Meeting Date and Future Agenda Item.**

The next Historic Preservation Committee meeting will take place on May 3, 2010. The agenda should include approval of both April meeting minutes, discussion/comments regarding changes to the Central Business District sign code, a review of the Stewardship Award nominations and process, a reelection of the Chairman and Vice Chairman, upcoming budget, past 5 years budgets, discussion on the plaque policy verbiage, Historic Preservation Committee procedures, meeting notice requirement for agenda items, policy regarding preservation/demolition of historic structures, historic preservation related grant opportunities, and if available an updated draft sprinkler ordinance.

**Adjourn.**

Motion by LaFontaine, seconded by Korth to adjourn meeting at 4:03 PM.

All 'Ayes' Motion Carried

Respectfully submitted,

Josh Miller

Planner/Zoning Administrator