

**Minutes of the Jefferson County Historic Sites Preservation Commission Meeting**  
**Thursday, March 17, 2016, 7:00pm**  
**UWEX Building, Jefferson, WI, Room 12**  
**Jefferson, Wisconsin**

**Call to Order:** A meeting of the Jefferson County Historic Sites Preservation Commission (JCHSPC) was called to order at 7:08pm, presided over by Chairperson Cindy Arbiture.

**Attendance:** Commission Members: Cindy Arbiture, Robert Birmingham, Julia Ince, Ed Morse, Michael Opager; Absent: James Levy, John Molinaro

**Compliance with the Open Meetings Law:** Arbiture stated that the meeting was in compliance with the open meetings law.

**Review of Agenda:** The agenda was reviewed with no changes.

**Approval of Minutes of Meeting January 21, 2016:** The minutes from January were reviewed. Motion made to approve minutes by Opager, seconded by Morse. Motion carried by unanimous approval.

**Communications:**

Arbiture reported that since our last meeting our commission has received the last two invoices from Legacy Architecture for their work on the nomination of the Niedecker House and the J. F. Keller Farm. One invoice of January 31, 2016 for \$3,352.30 and another of February 29, 2016 for \$3,070.30, bring the total of the five invoices for work on these two properties to \$10,000. Arbiture sent a PDF file with all five invoices, a financial summary, and the WHS purchase order, to Brian Lamers, Commission members and Joe DeRose of the Wisconsin Historical Society (WHS). The project report needs to be finalized by Legacy Architecture then submitted to the WHS. Jennifer Lehrke of Legacy said that it should be completed by the end of March.

Arbiture reported that she received information from the Wisconsin Association of Historical Preservation Commissions (WAHPC) about its annual meeting and conference, "New Tools and Continuing Challenges," to be held this year in Green Bay, April 22 – 23. Arbiture forwarded to our commission members an email from the WAHPC reporting that they have extended the deadline to March 31 for accepting nominations for their Preservation Excellence Awards.

**Citizens Comments:**

Olive Gross from the Bark River Woods Historical Society was in attendance. She shared her organization's newsletter and information about their antiques appraisal fundraising event on Sunday, April 17, 1:00-4:00pm, at the Hebron Community Center. Gross reported that her organization received a donation of a cutter or sleigh from the Hoard Museum in Fort Atkinson. She discussed plans for

inviting other historical societies in the county to the Bark River Woods Society events. She reminded our commission of the Bark River Woods Pie Social on the first Sunday in May.

#### **New Business:**

##### **Chip Brown, Historic Preservation Specialist, WHS:**

Chip Brown of the WHS was unable to come to the meeting due to illness. Our commission held a discussion concerning how the information currently held in the WHS's Architecture and History Inventory (AHI) database could be added as a layer to the Jefferson County GIS map system. Birmingham suggested that members of our commission meet at the WHS to discuss this. It was determined that our commission will send two or three of our members to go to WHS and Birmingham agreed to set up the meeting for next week.

##### **February Meeting Cancellation:**

Arbiture reported that for our February meeting, some commission members showed up, but there was not enough for a quorum. She asked if we could establish a policy for cancelling meetings. Opager suggested we find out what the formal requirements are from the county for cancelling a public meeting. Arbiture said she will check with county and report back to our commission.

##### **Legacy Contract Update:**

Arbiture reported that with the submission of their last two invoices, Legacy Architecture has fulfilled their obligation to complete the work on the nomination of the Niedecker House and the J. F. Keller Farm to the National Register. Arbiture reported that she will finalize this process with the WHS and will work with Brian Lamers, Financial Director of Jefferson County for reimbursement to our account from the WHS grant.

##### **Jefferson County Pauper Cemetery Marker:**

Opager reported that this site is already listed as a State Historical Site. Birmingham suggested that we have it listed as a Jefferson County Landmark and he agreed to fill out the form for that process. It was decided that, weather permitting, our commission will meet before next month's meeting at the Pauper Cemetery site at 6:30pm.

##### **Networking with Jefferson County Historical Societies:**

As it has been expressed in our previous meetings that one of our goals is to network with Jefferson County Historical Societies, Arbiture initiated a discussion concerning how that goal might be met. It was agreed that we will send out an invitation for the societies to join us for both our April 21 monthly meeting and our April 27 strategic planning meeting.

## **Old Business**

### **Update on Timber Frame House at N7477 County Hwy O, Town of Waterloo:**

Concerning the timber frame house in Waterloo that had been brought to our attention by Steve Nass, vice chair of the Jefferson County Board, as reported in the JCHSPC November 2015 meeting minutes, Arbiture reported that she edited the letter we went over at our last meeting and sent it off to the homeowner, but has not yet heard back.

### **Commission Strategic Planning Session with Steve Grabow:**

The commission was reminded that the date for our planning session with Steve Grabow will be on April 27, 6:00 – 9:00pm.

**Next Meeting Date:** 7:00pm, April 21, 2016, UWEX Building, room TBA

**Future Agenda Items:** None suggested

**Adjourn:** A motion was made to adjourn the meeting by Opager, seconded by Birmingham, meeting adjourned at 8:59pm.

**Submission of Meeting Minutes:** Minutes of the meeting respectfully submitted by Julia Ince, secretary on March 22, 2016.