

**Minutes of the Jefferson County Historic Sites Preservation Commission Meeting**  
**Thursday, July 21, 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 7:09pm, presided over by Chairperson Cindy Arbiture.

**Attendance:** Commission Members: Cindy Arbiture, Robert Birmingham, Julia Ince, John Molinaro, Ed Morse, Michael Opager; Members of the general public: Joe DeRose

**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 June 16, 2016:** The minutes from June 16 were reviewed. Motion made to approve minutes by Opager, seconded by Molinaro. Motion carried by unanimous approval.

**Communications:**

James Levy, Commission member sent Cindy his resignation via email, and Cindy shared the email with the Commission. He said that he enjoyed working with the Commission, but is having difficulty making meetings with his busy schedule and responsibilities as the Director, Public History Program at UW Whitewater. Cindy thanked James for all his contributions over the years, on behalf of the Commission. The Commission will search for a new member.

Morse reported that at the Jefferson County Land and Water Conservation Department meeting held on July 20, it was unanimously agreed to have the Jefferson County Potter's Field designated as a local historical landmark.

Morse reported that a letter from our commission was returned to sender because of an incorrect address. This was one of the letters our commission sent out to owners with properties that are potentially eligible to be listed with the National Register of Historic Places (NRHP).

Arbiture reported that she received an email from Tammie Jaeger, Jefferson County Administrative Secretary, asking us to add to our July meeting agenda a discussion and possible action on the new NRHP application requests.

Arbiture reported that she gave Steve Nass an update on our actions concerning the Fachwerk or timber-frame house at N7477 County Hwy O, Town of Waterloo. Cindy explained that she sent a letter to the owner, but has not heard back from her. She contacted Legacy Architecture concerning the listing of the property as not eligible for NRHP status on the survey and Daina Penkiunas, Deputy State Historic Preservation Officer about the possibility of changing the listing to eligible.

Arbiture reported that on July 5<sup>th</sup> she sent a letter to Joe Nehmer, Director of the Jefferson County Parks Department, conveying the sentiments of our commission concerning the Pohlmann Park silo, as agreed upon at our June meeting. As a follow-up to this topic, Morse shared a book about Wisconsin silos entitled, *Midwest Majesty, Silos of Wisconsin*, by Jack Tackman. The book includes a page about the Pohlmann Park silo and Morse said he may show the book to Joe Nehmer the next time he sees him.

**Citizens Comments:**

None

**New Business:**

**Discussion with Joe DeRose about JCHSPC Ordinance Complying with Wisconsin Statutes:**

Joe DeRose, Survey and Registration Historian, Wisconsin Historical Society (WHS), gave our commission an overview on the necessity of amending the language in our commission's ordinance to comply with our status as a Certified Local Government (CLG) as designated by the Wisconsin State Historic Preservation Officer (SHPO). We need to be in compliance with these SHPO requirements in order to qualify for any future grants from the WHS. A recent review of the language of our ordinance, as a result of the changes in Wisconsin State Act 176, revealed that we were not in compliance with the SHPO requirements. DeRose explained that the next round of grants will not be awarded until February of next year and will be finished around April of 2018. So the amendment of the language in our ordinance has to be completed by March or April of 2018, but it will need time before that to be approved by the Jefferson County Board. Molinaro suggested that once we agree on the amended language, and DeRose has reviewed it, we can present it in a letter to Ben Wehmeier, Jefferson County Administrator. Birmingham added that we should include in the letter information about the amount of funding we have received in the past from the WHS and how we need to be in compliance to receive any future funding. DeRose said he would be happy to talk to Wehmeier on this matter and DeRose said he would be quite flexible on the language. A discussion was held concerning how to amend the language of our ordinance. Molinaro made a motion that in section 105 (1) (a) paragraph 3 of our ordinance, that our commission amend the word "Commissioner" to "County Board," and the last sentence be struck, seconded by Opager. Motion passed with all in favor. Arbiture will take the next step by writing to Wehmeier explaining the situation and giving him our recommendation of the amended language.

DeRose passed around to our commission board some flyers for the WHS Tenth Annual Local History and Historic Preservation Conference, to be held October 21-22 at the Wisconsin Dells.

**Discussion and Possible Action on NRHP New Application Requests:**

He have three new application requests: Joan Hyer property: N7609 Airport Road, Waterloo, WI 53594 (historic name – Stony Brook School), Corey and Stacey Kincaid property: N2161 State Road 106, Palmyra, WI 53156 (historic name – Dean Kincaid House), and the Nancy Ruehle property: W731 Carlin Trail, Palmyra, WI 53156 (historic name – B. F. Holmes House).

DeRose reviewed the schedule for new application requests. A letter of intent (email) must be received by the WHS by September 9th. This letter of intent should include the names of the properties and be made with the verbal approval of the property owners. It should include one estimate of the projected costs for completing the nomination. The actual applications are due on November 11, and they must include at least two estimates of the costs of completing the nomination. DeRose said he would be

happy to review applications, but asked that we not wait until right before November 11 to ask for such a review. The grants will be awarded the third Friday in February and they need to be completed by August of 2018.

In reference to the Nancy Ruehle property located at W731 Carlin Trail in Palmyra, Arbiture pointed out that this house was moved to the current site from West Bend and asked DeRose if that would hinder the likelihood that it could be listed on the NRHP. DeRose explained that a moved building does send up a red flag and it may be more difficult to achieve the listing. He asked that further information about the property be sent to him so he can review the situation. Arbiture agree to send him that information.

## **Old Business**

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

Arbiture reported that she received an email from Jennifer Lehrke, of Legacy Architecture, that thanked us for our patience and Jennifer took responsibility for the delay. The final nominations were finished on July 16. Rowan Davidson, Architectural Intern with Legacy Architecture, will complete the final editing and then send them to the WHS.

### **Letter Sent to Jefferson County Parks Department Regarding Pohlmann Park Silo**

There was no further progress on this matter beyond the letter sent to Joe Nehmer as reported under Communications.

### **Jefferson County's New Policy Update on Social Media:**

Morse had a hard copy of the new policy for raising money using social media to share with our commission. He explained that we can use social media as long as it is respectable. The new social media policy is now posted on the Jefferson County Board website. Morse said that before we begin any social media fund-raising, we need to run it past the county board.

**Next Meeting Date:** 7:00pm, August 18, 2016, UWEX Building, room TBA

### **Future Agenda Items:**

Recruiting New Board Members

Progress on Giving the County Potter's Field Local Landmark Status

In reference to the above named item, Birmingham handed out his draft of the nomination of the Potter's Field for commission members to review before the next meeting

**Adjourn:** A motion was made to adjourn the meeting by Opager, seconded by Birmingham, meeting adjourned at 8:38pm.

**Submission of Meeting Minutes:** Minutes of the meeting respectfully submitted by Julia Ince, secretary on July 23, 2016.