

Minutes of the Jefferson County Historic Sites Preservation Commission Meeting
Thursday, June 25, 2015, 6:30pm
UWEX Building, Room 12
Jefferson, Wisconsin

Call to Order: A meeting of the Jefferson County Historic Sites Preservation Commission was called to order at 6:38pm, presided over by Chair Cindy Arbiture.

Attendance: Commission Members: Cindy Arbiture, Robert Birmingham, Julia Ince, James Levy, John Molinaro, Michael Opager

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. Opager made a move to table item 12 of the agenda, Molinaro seconded, all in favor.

Approve Minutes of Meeting May 28, 2015: The minutes from May were read. Motion made to approve minutes by Molinaro, seconded by Birmingham, motion carried by unanimous approval.

Communications: Arbiture reported that she picked up our mail: Patricia Lacy submitted six copies of her proposal for preparation of nomination for the Keller Farmstead and the Niedecker & Millen House. We received a survey from the National Park Service that we are to fill out and return. We received an email from Ann Engelman of Fort Atkinson, an owner of property that is eligible for the national register, concerning the status of her property. Ann was told that the consultants need to submit their proposals by June 30, 2015. The State Historical Society of Wisconsin said that the consultants have until fall of 2016 to turn in NRHP applications. We received an email from Janet and Garfield Bienfang, owners of the other potentially eligible farmstead, wanting to know what the status of their property was. Arbiture updated them on the process.

Citizens Comments: none

New Business

Appointment to Commission and New Board Meeting Time: Arbiture informed the board that the county board approved the nomination of Ince to the commission board as the new secretary and formally welcomed Ince. A discussion was held concerning a new meeting time for the commission board that would accommodate a time conflict for Ince. Levy made a motion to accept a new meeting time of 7:00pm on the third Thursday of each month, Birmingham seconded, all in favor. Arbiture said she will contact UW-Extension to find out about room availability for the new time. Levy asked that future meetings be limited to ninety minutes. Our next meetings will be on Thursdays, July 16, August 20, September 17, October 15, and November 19.

Wegner Property and Procedure Concerning Notification to Property Owners: Arbiture reported that Ed Morse had asked for some more information on the Wegner property that he could give at the county board meeting and she pulled together some information for him to use. Arbiture said that the county board approved the resolution to make the Wegner property a Jefferson County Local Landmark. Arbiture noted that our commission failed to notify the Wegners of their nomination in the manner outlined in the commission's charter, even though in this case the notification was somewhat redundant given that it was the Wegners who had initiated the nomination. Arbiture read from our charter and a discussion ensued concerning the proper way to notify property owners during the nomination process in future. The possibility of amending the procedure in the charter was discussed and rejected. Levy suggested that we have the specific requirements concerning the notification to owners written down for future consultation. After further discussion and reading of the charter, the following steps were agreed upon:

- 1 – Nomination is received
- 2 – Commission calls a public hearing concerning the nomination
- 3 – Commission notifies the property owner of the time of the public hearing by sending a certified letter to the owner with a copy of the notice of public hearing
- 4 – Commission acts on the nomination after the hearing
- 5 – Commission sends letter by certified mail to owners notifying them of nomination and gives them a date not less than 30 days from the date of the letter to give them a chance to respond
- 6 – If the nomination is approved, then minutes need to be sent to the county administration office for proof of commission approval
- 7 – After resolution is approved by owner and commission, it is sent on to the county to be approved by the county board
- 8 – After approval, a certified copy of resolution signed by the county clerk and a recognition certificate suitable for framing from the JCHSPC are sent to owner with copies kept for our records

RFQ Update on Consultant Proposals: Arbiture reported that we received six copies of the proposal by Patricia Lacey and passed copies around to the board members. Thus far one consultant Mead & Hunt declined, one proposal has been received, and so we still have three consultant proposals outstanding. It was asked whether we could proceed with only one proposal if we had to, Molinaro clarified that we could. The review of submitted proposals will be a future agenda item.

Membership in WHPAC and NAPC: Arbiture reported that we do not get a lot from the national organization and our commission rarely sees the copy of their magazine. Birmingham made a motion to drop the NAPC membership and join the Wisconsin Historic Preservation Association Commission, Molinaro seconded, motion carried by unanimous approval.

Old Business

JCHPSC History Conference: Molinaro led a discussion concerning planning for the conference: Conference will be held at the Rock Lake Meeting Room, Lake Mills Community Center, on October 3, 2015. An admission price of \$18 for adults and \$10 for students was agreed upon. It was decided that, as last year, forms will be sent out to organizations to reserve a table at the conference, tables will be in

the same main room of the conference, and the organizations will have until September 3 to return the forms for their reservations. Molinaro asked if we should have a title for the conference and that led to a discussion of whether the conference will be about historic preservation or about Jefferson County history in general. Two board members spoke in favor of the later. Promotional issues were discussed, including sending out packets to all properties eligible, increasing web presence, and using SASE in our mailings. Molinaro said he would send out packets of the forms to each historical society and get copies to Arbiture to be put in envelopes with SASEs to send out to individuals. Arbiture shared some of her research on catering. Molinaro said he would check on some prices of another caterer as well. It was decided that from 8:30 to 9:00 conference attendees will come in and get packets and coffee. A discussion of who will fill the six time slots for presentations led to the following list of possible presenters:

Arbiture – Report on commission efforts
Birmingham – Native American History of Jefferson County
Legacy or WHS rep – Nomination to historic registers
Levy – Farm Oral History Project
Paul Reckner and Pete Killoran – Finding the Fort Koshkonong Site
Ann Engelman – Lorine Niedecker, local poet from Fort Atkinson

Each presenter will have forty minutes, and there will be no honorarium. Arbiture suggested we contact the Lake Mills Historical Society about having someone give a tour of historic houses, perhaps following the already existing walking tours. Arbiture and Molinaro will continue work on the planning and Molinaro will send out updated information to all board members before the next meeting.

Next Meeting Date: Thursday, July 16, 7:00pm, meeting room TBA

Future Agenda Items: It was agreed that a large portion of our next meeting be devoted to continued planning for the history conference in October

Adjourn: Opager made a motion to adjourn the meeting, Birmingham seconded, meeting adjourned at 8:35pm.

Submission of Meeting Minutes: Minutes of the meeting respectfully submitted by Julia Ince, secretary on June 27, 2015.