



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, September 16, 2013

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Committee Member Mary Jane Herber

Attendee Name	Present	Absent	Late	Arrived
Scott Crevier	☒	☐	☐	
Mary Jane Herber	☒	☐	☐	
Carla Nicks	☒	☐	☐	
Tom Monahan	☐	☐ Excused	☐	
Gene Hackbarth	☒	☐	☐	
Mike Fleck	☒	☐	☐	
Brian Netzel	☒	☐	☐	

Also present: City Planner Ken Pabich and City Administrator Larry Delo.

Approval of Minutes

2. Approval of the minutes of the August 19th, 2013 Historic Preservation Commission Meeting.

The minutes were unanimously accepted as amended.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mike Fleck, Commissioner
SECONDER:	Brian Netzel, Commissioner
AYES:	Crevier, Herber, Nicks, Hackbarth, Fleck, Netzel
EXCUSED:	Tom Monahan

3. Main Street Program Design Guidelines.

Ken Pabich reported that the Main Street Program is currently working on their annual work plans, which are taking priority over the design guidelines draft at the moment. Therefore, the draft will not be ready to go to the Plan Commission meeting on September 23rd as originally discussed. Ken anticipates that it will probably be another two months before the draft is received. Scott Crevier asked for clarification on the purpose of the document being reviewed by this committee prior to going to the Plan Commission. Mary Jane Herber wants to review the document in case the Historic Preservation Commission has questions or input. The document will then go to Plan Commission and Council for review.

4. Sign at the Fountain on James Street.
Mike Fleck was unable to get information on the Sheboygan company he had heard about. Gene Hackbarth got a referral from Bill Collar of the Seymour Historical Society for Balance Studios in Green Bay but Gene has not been able to connect with them yet. Innovative Solutions of Pennsylvania is another company doing contract work for the Fox Wisconsin Heritage Parkway. He asked them for some recommendations. He has also asked Blue Raven for some local suggestions. Larry Delo stated that the city would like at least three bids unless the project is so specific that three are not possible. Bids are required at any dollar level. I Zone Imaging, based in Texas, is the company that

issued the \$1530.99 proposal that has been obtained so far. They were recommended by Blue Raven as having the best turnaround time and quality. Mary Jane Herber suggested that we ask potential vendors for examples of exterior signage projects in order to verify durability. Ken Pabich stated that this project is considered part of this year's budget so it will not need Finance Committee approval.

5. Plaques for National Register Properties in Business Districts.
The Erie Landmark Co. has provided a proof of the plaque, which is similar in size to plaques on homes in Green Bay's Astor neighborhood. The Erie Landmark Co.'s turnaround time is 4-6 weeks for production. Carla Nicks inquired if more bids are needed? De Pere Foundry told her they could not compete with Erie's price. Larry Delo stated that the bid from Erie Landmark Co. is enough because the committee has attempted to find other bids. Carla has confirmation on 23 plaques, and she knows she will be adding a 24th. The spelling of each plaque as it stands in the quote will still need to be proofed. It was noted that the J. Steckart & J. Falck building are listed on the quote as one plaque, but they need two separate plaques. Gene Hackbarth requested that the owners be sent a proof of their specific plaque. Carla has obtained one bid for installation: John Gage of Reinhold Sign Service bid \$35 per plaque if they are all done at the same time. She also requested a second bid from another installer who did not follow through. Gage will have to look in to different epoxy for cold weather. The city will require a contract and indemnification for the sign installation. The Historic Preservation Commission should submit a recommendation to Council to authorize the contract. Larry stated that Joe Zegers told him an encumbrance request (carrying over leftover funds from 2012) was not received for this past year. Mary Jane Herber said she was told she did not need to put the request in writing and was told no. Mary Jane inquired what happened to the leftover budget money (\$4615), and Larry stated that it went back into the city's general fund.

Mike Fleck moved, seconded by Gene Hackbarth, to submit a request to the Finance Committee to consider appropriating the funds for plaques to be used for 2013. The group decided to request \$2,000 to cover the projected shortfall from the plaques project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Fleck, Commissioner
SECONDER:	Gene Hackbarth, Commissioner
AYES:	Crevier, Herber, Nicks, Hackbarth, Fleck, Netzel
EXCUSED:	Tom Monahan

6. Historic Preservation Division - 2012-2013 Sub Grants.
Mary Jane Herber has received two of the nominations from consultant Tim Heggland: the Julius Kraus building (Turba Photography) & the Baeten building (That Covers It). The nominations for the Guthnek & Heyrman houses (403 & 603 S. Michigan St) should be coming in the next couple of weeks. The Historic Preservation Division grant was for \$8000: \$6800 was paid to Tim for his consulting services; \$500 was used for the historic tax credit mailing; and \$700 went towards wages for the Planning Department intern working on the maps project this summer. The grant was the result of De Pere being a Certified Local Government to promote historic preservation. The 2012-2013 nominations will be forwarded to the Preservation Review Board in Madison. After approval at that level, they move on to the Department of the Interior in Washington DC to receive National Register of Historic Places status. Gene Hackbarth recommended

that property owners be advised when their applications will be reviewed in Madison. No further action needed.

7. Historic Preservation Division - 2014-2015 Sub Grants.
Mary Jane Herber submitted the letter of intent on September 13th for the State Bank property at 127 N. Broadway. She talked to Daina Penkiunas from the State Historical Society regarding the Polo Resto, and explained that it would have been torn down if not moved. Daina suggested that the Historic Preservation Commission complete the questionnaire to determine if it qualifies, and then it could be submitted for 2015-16. Carla Nicks inquired about the Pennings building on the St. Norbert Campus (111 Third Street - the old Nicolet High School). Mary Jane will check in to this but is not sure if there will be time to include it in the 2014-2015 nominations.
8. De Pere Neighborhood Preservation Plan and Local Landmarks Designation.
Mary Jane Herber attended the August meeting of the Fox River Navigational System Authority. There appears to be some confusion as to whether local landmark regulations or state historical society requirements would take precedence if they conflict. This is causing FRNSA some concern over whether to proceed with local landmark status. Mary Jane would like to obtain clarification before proceeding.
9. Fall Conference of Wisconsin Historical Society - Historic Preservation and Local History Conference.
The committee would like to send three members to the Fall Conference on October 11 & 12. Members are checking their schedules.
10. Marker for St. Francis Xavier Mission.
Mary Jane Herber plans to talk to Janet Speth, the museum archeologist at the State Historical Society regarding the marker. Larry Delo asked if surveyor Les Van Horn is volunteering his services or bidding for a contract. If he will be paid for his services, the contract will have to be submitted as a recommendation to Council for approval. Also, once the marker location has been determined, a request will need to be submitted to Council to approve erecting the marker.
11. Guidelines for Building Inspector - Razing Permits.
Ken Pabich anticipates that the city attorney will have an update on razing permits in the next month or two. Larry Delo asked if the Historic Preservation Commission has made a formal recommendation to change the ordinance wording. Mary Jane Herber stated that they have only asked for insight as to what other communities are doing. Larry said whatever information is obtained will be included in a future agenda packet so this body can make a determination.
12. Programs and Community Education.
Mary Jane Herber talked to Mary Charles, director of the Brown County Home Builders Association, who agreed to include information in their monthly newsletter about the tax credit program if the Historic Preservation Commission provides it to her. The group discussed using what was submitted in the city newsletter last year, and/or what was used in the postcard mailing. Mary Jane asked for a volunteer to work on this.
13. Quality of audio/video production for the Historic Preservation Commission Meetings
Mary Jane Herber stated that she has received comments that people like the meetings the way they are. She is not in favor of moving to the council bench, and inquired how many portable microphones the city has. There are four. Brian Netzel stated he has gotten feedback that people cannot hear him when viewing the meeting. He inquired whether

they are the only committee that does not use the bench - yes. Scott Crevier feels it's not a good quality representation of the meeting to be looking at committee members' backs. Mike Fleck has also gotten feedback that viewers cannot see him.

Mary Jane stated she will work with Kevin Clark in the next week or so to determine a solution.

14. 2014 Draft Budget Review.
Ken Pabich stated that the budget itself did not change. He added detail to the packet under "2014 budget significant expenditure changes" but these details can be changed up until the time the mayor finalizes the executive budget. Larry Delo stated that we are allowed 1.21% in addition to debt changes. Gene Hackbarth suggested adding a line item for "organization memberships - \$200".

Ken summarized the line items of the Historic Preservation Commission's 2014 budget of \$5395: \$3195 National Register plaques project; \$1000 Conferences; \$500 Education/Training; \$500 Mileage Reimbursement; \$200 Membership Dues.

15. Report on Properties and Status.
Water meter reports: 502 N. Superior St., located in the N. Michigan St – N. Superior St Historic District, has been sold.
16. Future Agenda Items.
None.

Adjournment

Brian Netzel motioned to adjourn the meeting at 8:54 PM, seconded by Mike Fleck. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen