Historic Preservation Commission

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Agenda

Monday, August 18, 2014 **6:00 PM** **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Historic Preservation Commission** of the City of De Pere will be held on **August 18, 2014** at **6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

Call to Order

1. Roll Call.
2. Approval of the minutes of the July 21, 2014 regular and special meetings.
3. 2014 budget review and 2015 budget discussion.
4. Tours of St. Norbert College historic buildings.
5. Wisconsin Economic Development Corporation - tax credit programs.
6. Plaques for properties on the National Register of Historic Places.
7. Local History - Historic Preservation Conference - October 24th-25th in Elkhart Lake.
8. Historic Preservation sub-grants for 2014-2015.
9. Report on local landmark status request for De Pere Historical Society.
10. Report on property sales within historic districts.
11. Future agenda items.

Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the City Administrator's office at 339-4044 to make arrangements.

AGENDA SENT TO:
Commission Members
City Planner
Mayor
Alderpersons
City Administrator
City Attorney
De Pere Chamber of Commerce
Kress Family Branch Library
News Media
Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Approval of the minutes of the July 21, 2014 regular and special meetings.**

ATTACHMENTS:

- HPC_Minutes_July2014_Special_Draft (PDF)
- HPC_Minutes_July2014_Regular_Draft (PDF)

Historic Preservation Commission

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Special Meeting

Draft Minutes

Monday, July 21, 2014 5:00 PM De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 5:00 PM by Commissioner Mary Jane Herber

Attendee Name	Title	Status	Arrived
Sue Sands	Commissioner	Excused	
Scott Crevier	Alderperson	Excused	
Mike Fleck	Commissioner	Present	
Gene Hackbarth	Commissioner	Present	
Mary Jane Herber	Commissioner	Present	
Brian Netzel	Commissioner	Present	
Adam Turriff	Commissioner	Present	

Also present: Mayor Mike Walsh, City Administrator Larry Delo, and City Planner Ken Pabich.

2. Discussion of workflow process.

Mayor Walsh outlined the purpose of the meeting. Several issues have been identified regarding work flow in our office and within the Commission as a whole. City staff also wants to document procedures. As the department head in charge of the Historic Preservation Commission, Ken Pabich addressed the following six items:

1. Agenda Preparation

Larry Delo stated that the agendas for all City boards are prepared by the respective department head, with the exception of this one. The city needs to get this board operating in the same way because there has been some conflict in the past on agenda items. Therefore, City Planning Director Ken Pabich is responsible for the physical preparation of the monthly agenda. He will work in conjunction with support staff to prepare the agenda. The department head will meet with the board chair to discuss and clarify agenda items in advance of the meeting. Discussion item for tonight is to determine whether any board member is allowed to submit an item, or if requests should be funneled through one person. Discussion followed on the two options for submitting agenda items. In either scenario, the chair would see the draft agenda before it is finalized. The group agreed that agenda items should be funneled through the chair.

2. Agenda Timeline

There has been a city-wide initiative to complete meeting agendas in a timelier manner. The goal is to publish/mail agendas the Wednesday before a Monday meeting. The city has established a schedule for all boards to prevent late submissions, and is requesting a deadline of the end of the day Monday for agenda items to be included. Mary Jane Herber stated that a deadline of noon on Tuesday would work for her schedule. Larry recommended that if all members could receive agenda packets via e-mail it would aid in meeting the publishing deadline. Based on the adoption of e-mail delivery of the agenda packet, the

Attachment: HPC_Minutes_July2014_Special_Draft (2517 : Approval of the minutes of the July 21, 2014 regular and special meetings.)

group decided that a deadline of noon on the Tuesday before the meeting was acceptable.

3. Agenda Items

Every agenda item needs to have corresponding information attached or a brief summary of what the item is about as part of the agenda. If a member of the community is viewing the agenda online, they expect to see accompanying content.

4. Authorization of Expenses

There is currently no formal process for handling expenses that occur from the Commission budget. If the board has voted to authorize a purchase, then the department head approves the invoice when it is received. Larry stated that the city has recently established new thresholds for purchasing: for items under $5,000, the department head or his designee has authorization if it has been budgeted. For purchases between $5,000 and $10,000, the Finance Director or his designee must authorize. Items over $10,000 must be approved by the City Administrator. City Council must authorize signed contracts and bids. If there is a contract, this board would make a recommendation to Council to approve the contract. The city attorney would then create a resolution for Council to authorize. If the Commission needs to request additional funds beyond what was budgeted, then the request must be submitted to the Finance Committee.

5. Communications

There is currently no formal process in place for handling communications. City staff is requesting guidance on how to handle inquiries from the public. Possible suggestions include e-mail or a "Communications" agenda item. After discussion, the board decided that for items requiring immediate attention, an e-mail to the entire group is appropriate. Other items will be placed on the next month's agenda.

6. Meeting/Seating Arrangements

When the Commission began holding their meetings at City Hall, members requested separate seating arrangements from the Council bench, because they had a concern about the appearance of sitting above meeting attendees. Larry stated that the Commission has not typically had members of the public in attendance, and when all seven board members are present, there is not sufficient equipment for the current arrangement. City staff does not feel it is prudent to spend additional funds for more equipment to mirror what is already set up on the Council bench. The bench also provides better camera angles and sound quality.

Adjournment

The meeting was adjourned at 6:00 PM.

Respectfully submitted,
Carey Danen

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Historic Preservation Commission

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Regular Meeting

Draft Minutes

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Call to Order

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Attendee Name	Title	Status	Arrived
Sue Sands	Commissioner	Excused	
Scott Crevier	Alderperson	Excused	
Mike Fleck	Commissioner	Present	
Gene Hackbarth	Commissioner	Present	
Mary Jane Herber	Commissioner	Present	
Brian Netzel	Commissioner	Present	
Adam Turriff	Commissioner	Present	

Also present: City Planner Ken Pabich.

2. Approval of the minutes of the June 16, 2014 meeting.
Upon vote, motion carried unanimously to approve the minutes as amended.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mike Fleck, Commissioner
SECONDER:	Gene Hackbarth, Commissioner
AYES:	Fleck, Hackbarth, Herber, Netzel, Turriff
EXCUSED:	Sue Sands, Scott Crevier

3. 2014 budget review.
Mary Jane Herber noted that the $605.47 entry for her travel expenses also includes reimbursement for postage and other items. Ken Pabich reported that he received budget packet information on the 18th, so he would like to discuss this at the Commission's August meeting.

4. Tours of St. Norbert College historic buildings.
Gene Hackbarth has contacted Amy Sorenson, St. Norbert's SNC Day coordinator. The event is scheduled for September 13th from 10 AM to 5 PM. Discussion followed about scheduling/staffing of tour guides, as well as potential tour sites on campus. Burke, Main, and Boyle Halls, as well as the Pennings Activity Center, Old St. Joseph Church, and the Van Dyke Gymnasium are all possibilities. The group agreed that there should be a minimum of two volunteers at each building conducting tours. Ken Pabich suggested further discussion with Amy Sorenson to coordinate specific tour times. Gene will verify access to the buildings, and contact Todd Danen regarding alumni recruitment.

5. Update on the status of the Historic Tax Credit programs.
Last month, the WEDC placed a moratorium on the state historic tax credit program, because a cap had been placed on how much money could be disbursed. However, last week the program was reactivated for certified historic buildings. It has not been reinstated for buildings built prior to 1936. That portion has to wait until the next legislative session in January to be considered.

6. Plaques for properties on the National Register of Historic Places.

Attachment: HPC_Minutes_July2014_Regular_Draft (2517 : Approval of the minutes of the July 21, 2014 regular and special meetings.)

Adam Turriff agreed to work on this project with Mary Jane Herber. They will begin the process for the North Broadway district and report back next month.

7. Local History - Historic Preservation Conference - October 24th-25th in Elkhart Lake.
A formal agenda and fee schedule has not yet been published for the conference in October. There will be special rates at a local hotel. Joe Seroogy & McKim Boyd will be presenting on their De Pere Historical Society photo show. There will also be a presentation on the economic impact of historic preservation by a group of UW-Milwaukee students. The New Holstein Historical Society will open its Pioneer museum at no cost for conference attendees.

8. Update on placement of Preserve America signage at Scheuring Rd.
Public Works Director Scott Thoresen has obtained approval from the County to install an additional sign at this location. The width of the sign requires two posts at a cost of $25 each. Gene Hackbarth motioned, seconded by Adam Turriff, to approve the purchase and installation of two signs, at Scheuring Road and Highway 57. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Adam Turriff, Commissioner
AYES:	Fleck, Hackbarth, Herber, Netzel, Turriff
EXCUSED:	Sue Sands, Scott Crevier

9. Historic Preservation sub-grants for 2014-2015.
The sub-grant letter of intent is due September 12th, and final proposals with costs are due November 11th. Mary Jane Herber verified with Joe DeRose from the State Historical Society that there would be no conflict with a St. Norbert building being placed on the Historic Register since it is a religious institution. According to the intensive survey for the SNC historic district, eligible buildings are Old St. Joseph School, Old St. Joseph Church, the priory, Boyle Hall, and the Heating Plant. Burke Hall would be a standalone submission because of its distance from other buildings. Gene Hackbarth will contact Amy Sorenson to determine their interest in moving forward with the process.

10. Report on local landmark status request for De Pere Historical Society.
No update.

11. Report on property sales within historic districts.
No sales to report through July 10th.

12. Future agenda items.
None.

Adjournment

Gene Hackbarth motioned, seconded by Adam Turriff, to adjourn the meeting at 6:50 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

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City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**2014 budget review and 2015 budget discussion.**

ATTACHMENTS:

- HPC_Budget Report_August (PDF)
- HPC_2015 Draft Budget (PDF)

2014 Historic Preservation Commission Budget

Historic		Budgeted	Actual	Estimate
2014 Budget		$5,395.00	$5,395.00	
Carryover Request (from 2013*)			$4,772.91	
	Zimmerman Foundries	$1,924.75	($1,924.75)	($1,924.75)
	Reinhold Plaque Install (35@25)	$875.00	($805.00)	($805.00)
	Fossil	$450.00	($450.00)	($450.00)
	Orde Sign	$390.61	($390.61)	($390.61)
	Glenbow Museum	$50.00	($50.00)	($50.00)
	Travel (Mary Jane)	$605.47	($605.47)	($605.47)
	Preserve America Signs	$490.00		($120.00)
Historic Plaques		3195		$0.00
Education / Training Sessions		500		($500.00)
Memberships		200	($150.00)	($150.00)
Meeting Expenses		1000		($1,000.00)
Mileage Expense		500		($500.00)
Commission Member Nameplate			($9.89)	($9.89)
2014 Balance			$5,782.19	($6,505.72)

Known remaining bills .....

Total Expenses	$0.00
Difference	
Requested Carryover	$5,782.19
Proposed Final 2014 Budget Balance	

City of De Pere
2015 General Fund
Adopted Budget

EXPENDITURES

HISTORIC PRESERVATION COMMISSION

			Account Title	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Actual	2014 Adopted Budget	2014 6 mos Actual	2014 Year End Estimate	2015 Dept Head Proposed	2015 / 2014 Budget % Of Change
			CONTRACTUAL SERVICES									
100	55150	212	Seminars and Conferences	$0	$0	$0	$0	$0	$0	$0	$ 1,000	NA
100	55150	215	Consulting	$0	$0	$0	$0	$0	$0	$0	$ 3,195	NA
			Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$ 4,195**	**NA**
			SUPPLIES AND EXPENSE									
100	55150	310	Office Supplies	0	0	0	0	0	0	0	$ 390	NA
100	55150	320	Memberships/Subscriptions	0	0	0	0	0	0	0	$ 310	NA
100	55150	330	Mileage Reimbursement	0	0	0	0	0	0	0	$ 500	NA
100	55150	391	Historic Preservation Supplies	$ 780	$ 5,395	$ 782	$ 1,687	$ 5,395	$ 4,386	$ 6,500	$ -	-100.00%
			Subtotal	**780**	**5,395**	**782**	**1,687**	**5,395**	**4,386**	**6,500**	**1,200**	**-77.76%**
			GRANTS, CONTRIBUTIONS, INDEM									
100	55150	701	Historical Society	5,050	5,050	0	5,050	5,050	5,050	5,050	5,050	0.00%
			Subtotal	**5,050**	**5,050**	**0**	**5,050**	**5,050**	**5,050**	**5,050**	**5,050**	**0.00%**
			TOTAL	**$ 5,830**	**$ 10,445**	**$ 782**	**$ 6,737**	**$ 10,445**	**$ 9,436**	**$ 11,550**	**$ 10,445**	**0.00%**

Attachment: HPC_2015 Draft Budget (2518 : 2014 budget review and 2015 budget discussion.)

Historic Preservation Commission

Program Full Time Equivalents: 0

Program Mission:

The purpose of the Commission is to affect and accomplish the protection, enhancement, perpetuation, and use or improvement of sites, which represent or reflect elements of the City's cultural, social, economic, political or architectural history. The Commission serves to foster civic pride in the notable accomplishments of the past.

List of Program Service(s) Descriptions:

1) *Citizen Contact* - Receive input/questions from citizens on projects related to the areas of responsibility.
2) *Historic Districts / Places* – Responsible for the creation and maintenance of historic sites and districts.
3) *Historic District Plans* – Responsible for the development, update and implementation of historic district plans for each district.
4) *Historic District Education* – Responsible for the continuing education of the citizens about the historical heritage of the city and the historic properties designated.

Important Outputs:

1) *Preservation of historic structures, site and districts*. Funding provided through tax levy and state/federal grants. Preservation is important since the City of De Pere is known for its historic heritage, sites and districts.
2) *Creation of new historic sites and districts*. Funding provided through tax levy and state/federal grants. Studying and creating new districts is important since more building and areas qualify as the City ages.
3) *Education programs related to the program*. Funding provided primarily through grants. Education is important to help maintain and increase the overall quality of the City's historic background.

Expected Outcomes:

1) Maintain citizen contact levels in a manner that meets or exceeds the needs of the community.
2) Maintain or increase the overall quality of life of residents and visitors though the implementation of the City's historic preservation policies.

Attachment: HPC_2015 Draft Budget (2518 : 2014 budget review and 2015 budget discussion.)

3) Maintain or increase the overall quality of life for the citizens in De Pere with a historic preservation program that enhances the historical heritage of the City.
4) Increase the awareness on the City's heritage and provide education to maintain the historic sites and districts in the City.

2015 Performance Measures:

1) Begin Historic District signage for the residential districts.
2) Continue implementation of the City Intensive Survey by working on historic designations.
3) Provide at least two education programs that continue the education on the historical heritage of the City.

2014 Performance Measurement Data:

1) Complete Historic District signage for the business districts and establish framework for residential districts.
   a. Result: Commission completed the two commercial historic districts.
2) Continue implementation of the City Intensive Survey by establish a local landmark program.
   a. Result: Two nominations were submitted to the State and approved. National designation is in progress.
3) Provide at least two education programs that continue the education on the historical heritage of the City.
   a. Result: Completed.

Significant Program Achievements:

- Assistance on Historic Tax Credit program.
- Commercial district signage.
- Lock Keepers house future use assistance.
- Successful education programs offered to the community.
- Complete Historic District maps for each district which identify contributing and non-contributing buildings.

Existing Program Standards Including Importance to Community:

1) Conduct a regular meeting of the Historic Preservation Commission on the third Monday of the month.
   a. Community Importance.
      i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
      ii. Establishes a routine schedule for community involvement.

Attachment: HPC_2015 Draft Budget (2518 : 2014 budget review and 2015 budget discussion.)

Costs and Benefits of Program and Services:

The adopted 2014 Historic Preservation program cost is $10,445. The program benefits the community by providing citizens with representation in the discussion and implementation of the City's historic preservation program. The program also benefits the community by providing education on the historical heritage of the city.

2015 Program Objectives:

1) Begin Historic District signage for the residential districts.
2) Continue implementation of the City Intensive Survey by working on historic designations.
3) Provide at least two education programs that continue the education on the historical heritage of the City.

2014 Budget Significant Expenditure Changes:

1) Historic Preservation Commission: $5,395
    - Total expenditures did not change; however expenses were divided into individual expense accounts.
    - Acct 212: Seminars and Conferences: $1000 for annual Historic Preservation Conference and other historic seminars available in the area.
    - Acct 215: Consulting: $3,195 for contribution towards historic plaques in residential historic district.
    - Acct 320: Memberships / Subscriptions: $310. 40 WI Association of Historic Preservation, $20 National Trust for Historic Preservation, $100 National Alliance of Preservation Commissions, $150 Fox River Heritage Parkway.
2) Historical Society: $5,050
    - $5,050 for general operations of the Historical Society

Attachment: HPC_2015 Draft Budget (2518 : 2014 budget review and 2015 budget discussion.)

Program Account Number **PROGRAM BUDGET TITLE**

5% ALTERNATIVE EXPENDITURE REDUCTIONS

Account Number	Description of Expenditure Reduction	Dollar Amount (Difference Between proposed 2015 and adopted 2014)	% of Total Proposed 2015 Program Expenditures
701	Historical Society	$ 525	5%
	TOTAL PROPOSED REDUCTIONS	$ 525	5%

5% ALTERNATIVE REVENUE SOURCES

Account Number	Description of Revenue Sources	Dollar Amount	% of Total Proposed 2015 Program Revenues

Attachment: HPC_2015 Draft Budget (2518 : 2014 budget review and 2015 budget discussion.)

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: **August 18, 2014**

DEPARTMENT: **Historic Preservation Commission**

FROM: **Mary Jane Herber**

SUBJECT: **Tours of St. Norbert College historic buildings.**

Contacts have been made with staff of St. Norbert College about tours of the campus. There are three buildings which will be part of the tours on Saturday, September 13th: Main Hall, Pennings Activity Center, and Old St. Joseph Church. Discussion of how many volunteers will be needed for the tours and if someone wishes to volunteer, who they should contact. What materials explaining the buildings' history will be available for volunteers to review prior to the tours.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Wisconsin Economic Development Corporation - tax credit programs.**

The Wisconsin Economic Development Corporation survey of property owners and developers who may be considering projects which would utilize tax credits as part of their financing structure. The survey is for Historic Preservation Tax (HTC) Credit and Qualified Tax Credit properties.

ATTACHMENTS:

- HPC_WEDC_Survey (PDF)

Carey E. Danen

From: Ken Pabich
Sent: Tuesday, August 12, 2014 1:32 PM
To: Carey E. Danen
Subject: FW: Survey on Historic Tax Credit Benefits Locally - Please Distribute

From: Gene Hackbarth [mailto:genehackbarth@gmail.com]
Sent: Tuesday, August 05, 2014 10:04 PM
To: Ken Pabich; Mary Jane Herber
Subject: Fwd: Survey on Historic Tax Credit Benefits Locally - Please Distribute

Hi!
After reading this email and the request by WEDC for HTC and Qualified Tax Credit Project information, I suggest that you include it on the August DPHPC Meeting Agenda.
Gene Hackbarth

---------- Forwarded message ----------
From: **Errin Welty** <errin.welty@wedc.org>
Date: Fri, Jul 25, 2014 at 9:08 AM
Subject: Survey on Historic Tax Credit Benefits Locally - Please Distribute
To:

You are receiving this email as an individual involved in economic and community development activities in downtown areas in Wisconsin.

The Wisconsin Economic Development Corporation is seeking to track the potential economic benefits generated through the use of the Historic Preservation Tax (HTC) Credit and Qualified Tax Credit. We are asking for help from our community partners to identify individual property owners or developers who may be considering projects which would utilize these tax credits as part of their financing structure.

We appreciate your assistance in helping to document the positive effects of investment in historic property rehabilitation through participating and distributing a short survey about projects in your community. By doing so, WEDC may be better able to evaluate and quantify how the HTC program impacts the reinvestment into Wisconsin's aging communities.

Please forward and encourage the representative individuals within your community to use the following link to complete a brief Historic & Qualified Tax Credit Survey:
http://www.clicktools.com/survey?iv=2jgnpmqbojeee

Attachment: HPC_WEDC_Survey (2520 : Wisconsin Economic Development Corporation - tax credit programs)

They will need to have basic information on their property and anticipated project on hand to successfully complete the survey.

Errin Welty

Downtown Development Account Manager

Wisconsin Economic Development Corporation

201 W. Washington Avenue

Madison, WI 53703

Ph: 608.210.6832

Website: inwisconsin.com

“Insource” e-newsletter: insource.inwisconsin.com

Twitter: twitter.com/_InWisconsin

Attachment: HPC_WEDC_Survey (2520 : Wisconsin Economic Development Corporation - tax credit programs)

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Plaques for properties on the National Register of Historic Places.**

It has been discussed that the North Broadway Historic District should be the first residential district to get plaques with the National Register of Historic Places designation. This is the first historic district in the city. Discussion of what will be needed to have accurate data for the plaques. Involvement of the property owner will be needed.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Local History - Historic Preservation Conference - October 24th-25th in Elkhart Lake.**

Discussion of the value of the conference, which members of the Commission would like to attend.

ATTACHMENTS:

- HPC_Conference Schedule (PDF)
- HPC_Conference Registration (PDF)

CONFERENCE SCHEDULE

TIME	SESSION A	SESSION B	SESSION C	SESSION D	SESSION E	WORKSHOP 1	WORKSHOP 2	WORKSHOP 3	WORKSHOP 4	WORKSHOP 5
THURSDAY, OCTOBER 23						**THURSDAY, OCTOBER 23**				
4:00-6:00 PM	EARLY REGISTRATION									
4:00-6:00 PM	WISCONSIN COUNCIL FOR LOCAL HISTORY ADMINISTRATIVE COMMITTEE									
FRIDAY, OCTOBER 24						**FRIDAY, OCTOBER 24**				
8:45-9:00 AM	CONFERENCE OPENING REMARKS IN THE GRAND LIBELLE BALLROOM									
9:15-10:25 AM	Condition Assessment Woodof	Legal Structures for HP Non-profits	WHS Resources for Local Societies	Membership 101	History Geocaching	Word Up! Creating Professional Object Labels LIMIT 30	PastPerfect 5: Tools to Make It Work for You LIMIT 25	Tackling the Challenges of Storage LIMIT 16	Archives Collecting 101 LIMIT 30	No Buildling Project Too Small for Big Ideas LIMIT 20
10:50-12:00 PM	Retro Renovation Revival	Aid to Local Commisions	State Burial Law	Insurance for Non-profits	Leveraging Visitor Engagement					
12:15-1:30 PM	LUNCHEON PRESENTATION: THOMSEN									
1:45-2:55 PM	Historical Research Outside the Box	Wisconsin Preservation Stories	Understanding Collection Preservation Needs	Board Development	Building a Facebook Community	Historic Preservation Planning: It's All About the Future LIMIT 30	Teachers, Students, and Museums: Successful Partnerships LIMIT 30	Collection Care on a Budget LIMIT 24	Preserving Photographs: The Basics LIMIT 20	Introduction to Legal Issues in Archives LIMIT 30
3:20-4:30 PM	Collecting Civil Rights Manuscripts	Adaptive Reuse on the Fox River	History of Elkhart Lake Road Race Circuit	Roberts Rules of Order	Bringing the Museum to the People					
5:00-8:00 PM	TASTE TRADITIONS OF WISCONSIN: A SPECIAL EVENING AT WADE HOUSE									
SATURDAY, OCTOBER 25						**SATURDAY, OCTOBER 25**				
8:00-9:00 AM	COFFEE & CONVERSATION: INFORMATIONAL ROUND TABLE DISCUSSIONS IN THE GRAND LIBELLE BALLROOM									
9:15-10:25 AM	Planned Giving	Aztalan: Wisconsin City of Mystery	Importance of Architectural Surveys HPC Training BEGINNER	Historic Preservation Planning HPC Training ADVANCED	Develop and Manage Internships	Make Your Own Advocacy Handbook LIMIT 30	The Basics of Managing an Archives LIMIT 30	Revisioning the Whitewater Historical Society Museum LIMIT 30	Collection Management Policies LIMIT 30	Oral History for the Digital Age LIMIT 24
10:50-12:00 PM	Collections Rehabilitation Projects	Keeping Your Audience in Loopthe	Know Your Local Preservation Ordinance Training BEGINNER	New State Rehabilitation Tax Credits HPC Training ADVANCED	Wisconsin Humanities HPC Council Grants					
12:15-1:30 PM	LUNCHEON PRESENTATION: PERRY									
1:45-2:55 PM			State and Federal Historic Preservation Law HPC Training BEGINNER	HPC Case Studies HPC Training ADVANCED	Historic Preservation Internships					
2:30 PM	GUIDED TOURS OF THE HERMAN C. TIMM HOUSE AND THE PIONEER CORNER MUSEUM, NEW HOLSTEIN EXPLORE									
2:30 PM	WADE HOUSE									
4:30			Learn the Basics of the National Register HPC Training BEGINNER	Top Ten Preservation Advocacy Tips HPC Training ADVANCED	Public History Job Market					

REGISTRATION FORM

ALL REGISTRATIONS MUST BE PREPAID BY CHECK OR CREDIT CARD
POSTMARKED BY OCTOBER 10, 2014
ONE REGISTRATION FORM PER PERSON

Name and Organization

Address, City, State, Zip

Telephone, Email

PAYMENT INFORMATION: ALL REGISTRATIONS MUST BE PREPAID BY CHECK OR CREDIT CARD POSTMARKED BY OCTOBER 10, 2014

EARLY BIRD REGISTRATION BY SEPTEMBER 5

- ☐ FRIDAY AND SATURDAY $105
- ☐ ONE DAY ONLY $60

REGULAR REGISTRATION
AFTER SEPTEMBER 5 AND PRIOR TO OCTOBER 10

- ☐ FRIDAY AND SATURDAY $125
- ☐ ONE DAY ONLY $65

SPECIAL STUDENT RATES – INCLUDE COPY OF VALID STUDENT ID

- ☐ FRIDAY AND SATURDAY $60
- ☐ ONE DAY ONLY $35

REGISTRATION AMOUNT DUE: _____

OPTIONAL ACTIVITIES:

☐ A SPECIAL EVENING AT WADE HOUSE DINNER & PRESENTATION
SEPARATE PAYMENT REQUIRED. LIMIT 150

___ X $30

☐ TIMM HOUSE & PIONEER CORNER MUSEUM TOUR, 2:30 PM
NEW HOLSTEIN

PAY AT SITE

☐ WADE HOUSE GUIDED TOUR, SATURDAY, 2:30 PM (LIMIT 60)

NO CHARGE

ACTIVITY AMOUNT DUE:_____

NOTE THAT SEPARATE CHECKS ARE REQUIRED FOR REGISTRATION AND WADE HOUSE DINNER

IN ADDITION TO OPEN SESSIONS,
I WOULD LIKE TO ATTEND THE FOLLOWING WORKSHOPS:
Space is limited for each workshop, please call 608-264-6579 for availability:

FRIDAY: 9:15AM-12:00PM

- ☐ Word Up! How to Make Your Own Professional Object Labels – limit 30 participants
- ☐ PastPerfect 5: Tools to Make the Database Work for You – limit 25 participants
- ☐ Tackling the Challenges of Storage – limit 16 participants
- ☐ Archives Collecting 101 – limit 30 participants
- ☐ No Building Project is Too Small for Big Ideas: An Envisioning Workshop – limit 20 participants

FRIDAY: 1:45-4:30PM

- ☐ Historic Preservation Planning: It's all About the Future – limit 30 participants
- ☐ Teachers, Students, and Museums: Successful Partnerships Begin with You – limit 30 participants
- ☐ Collection Care on a Budget – limit 24 participants
- ☐ Preserving Photographs: The Basics – limit 20 participants
- ☐ An Introduction to Legal Issues in Archives – limit 30 participants

SATURDAY: 9:15AM-12:00PM

- ☐ Make Your Own Preservation Advocacy Handbook – limit 30 participants
- ☐ Papers, Pictures and Patrons: The Basics of Managing an Archives – limit 30 participants
- ☐ Re-visioning the Whitewater Historical Society's Local History Museum – limit 30 participants
- ☐ Collection Management Policies – limit 30 participants
- ☐ Oral History, Now. Or, an Oral History Workshop for the Digital Age – limit 24 participants

PAYMENT METHODS: ALL REGISTRATIONS MUST BE PRE-PAID BY OCTOBER 10, 2014

☐ CHECK (MAKE PAYABLE TO WISCONSIN HISTORICAL FOUNDATION)
NOTE: SEPARATE CHECKS REQUIRED FOR WADE HOUSE DINNER AND REGISTRATION

☐ VISA ☐ MASTERCARD

Card Number _____ Security Code_____ Exp Date _____

Signature _____

SEND YOUR COMPLETED REGISTRATION FORM & PAYMENTS BY OCTOBER 10, 2014 TO:
WISCONSIN HISTORICAL SOCIETY • ATTN: AMY NORLIN • 816 STATE STREET • MADISON WI 53706

Attachment: HPC_Conference Registration (2522 : Local History - Historic Preservation Conference)

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Historic Preservation sub-grants for 2014-2015.**

The letter of intent to notify the Preservation Division of the DPHPC intention to apply for sub-grants is due in mid-September. Discussion of what grant request(s) the commission may submit to the Historic Preservation Division of the Wisconsin Historical Society. The St. Norbert College Historic district is what the commission is anticipating to request grant money.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Report on local landmark status request for De Pere Historical Society.**

The De Pere Historical Society has requested that the De Pere Historic Preservation Commission establish Local Landmark status for "White Pillars" at 403 N. Broadway and the "Polo Resto". Discussion will include the procedures necessary for Landmark status on these two buildings to proceed.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Report on property sales within historic districts.**

Properties within the City's historic districts that have changed ownership will be reviewed, so that the Commission can send out educational information regarding tax credits and other programs.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**August 18, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Future agenda items.**