Historic Preservation Commission

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

Regular Meeting

Final Minutes

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

Call to Order

The meeting was called to order at 6:10 PM by Commissioner Mary Jane Herber

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

Also present: city Planning Director Ken Pabich.

2. Approval of the minutes of the July 21, 2014 regular and special meetings.
Scott Crevier motioned, seconded by Gene Hackbarth, to approve the minutes as amended. Upon vote, motion carried unanimously.

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

3. 2014 budget review and 2015 budget discussion.
Ken Pabich noted that there have been no new expenditures since last month's meeting. He added a new column to the monthly budget report entitled "Estimate" to aid in calculating next year's proposed budget.

Ken reviewed the proposed 2015 budget for the Historic Preservation Commission. The first six columns include historical trends; column seven displays the 2014 year end estimate. Column eight, the 2015 Department Head Proposed Budget, has the same total ($5,395) as the current budget, but looks different because detailed expense lines have been added. Ken pointed out that these figures can be adjusted for the draft. City staff were given the directive to come in at 0%, or as close as possible unless justification is provided. He noted that the final column, Percent of Change, looks different because of the line item breakdown but the requested total remains the same.

Ken requested written confirmation from Mike Fleck & the De Pere Historical Society of their budgeted amount for next year; for the draft version he submitted the same figure as previous years. The text for the budget has not changed; however Ken would like input from the Commission on 2015 performance measures and 2014 measurement data. The timeline for the budget is as follows: initial drafts were submitted to Finance Director Joe Zegers last week. Joe will compile the drafts from all departments and meet next week with the City Administrator and department heads. The final budget will be presented to Council in November. Discussion followed regarding funding for the plaques project. Ken placed those dollars under the "Consulting" heading because it is a contracted service; creating a line item for capital outlay would be more restrictive.

At the end of 2014, the Commission should look at any remaining funds and determine if there is a need to submit a carryover request. This would be placed on the January 2015 agenda to submit to the Finance Committee.

4. Tours of St. Norbert College historic buildings.

Gene Hackbarth has been in contact with Amy Sorenson at St. Norbert College. He also met with Todd Danen and Chris Betcher in the Alumni office. Tours will be conducted at Old St. Joseph Church, Main Hall, and the Pennings Activity Center. They discussed a tour length of approximately 30 minutes, running from 10 am until 4 pm. The Alumni office is working to secure volunteers to act as tour guides. The Commission will need to put together the information that the tour guides will present to the guests; Gene requested assistance from board members to compile this information. Discussion followed regarding methods to obtain the necessary information. The SNC Alumni office is willing to print copies needed for tour guides, as well as assemble photo boards to display.

5. Wisconsin Economic Development Corporation - tax credit programs.

The WEDC has requested assistance in publicizing a survey for commercial property owners of buildings listed on the State or National Register, or those built prior to 1936. WEDC would like to compile information regarding potential tax credit projects to present to the State legislature in January. There is no published deadline to participate in the survey. Discussion followed regarding a potential mailing to property owners, as well as advertising the survey through local groups such as Definitely De Pere and the Chamber of Commerce.

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

Mary Jane Herber presented examples from plaques in the Astor Park district in Green Bay. There are forty seven eligible homes in the N. Broadway district; a decision must be made on how many can be purchased from this year's budget. Ken calculated a total estimate of $8600 without any homeowner contribution. Discussion followed regarding potential owner contribution, and scheduling a meeting with the homeowners in the district to get assistance with the project.

7. Local History - Historic Preservation Conference - October 24th-25th in Elkhart Lake.

Gene Hackbarth encouraged any members considering the conference to attend the Wisconsin Preservation Stories session on Friday afternoon. Ken Pabich stated that if members submit their registration forms to the city, staff will submit payment so that members would not have to request reimbursement.

8. Historic Preservation sub-grants for 2014-2015.

Gene Hackbarth reported that he will be meeting on August 26th at St. Norbert College to discuss the impact of National Register status, and tax credits for buildings owned by the college. Mark Buechel of the Wisconsin Historical Society will also be at the meeting. The Letter of Intent for the 2015-2016 cycle must be submitted to the Historic Preservation Division by September 12, 2014. The complete request must be submitted by November 14th.

9. Report on local landmark status request for De Pere Historical Society.

Mike Fleck and Mary Jane Herber will begin the process. Ken Pabich requested advance notice so that the Class I notice can be published. The Historical Society requested information on potential advantages and/or disadvantages to obtaining Local Landmark status; it would impact any future plan to add on to the structure, because it would require Historic Preservation Commission approval.

10. Report on property sales within historic districts.

No sales to report through August 2nd.

11. Future agenda items.

None.

Adjournment

Gene Hackbarth motioned, seconded by Adam Turriff, to adjourn the meeting at 7:34 PM.

Respectfully submitted,
Carey Danen