



Historic Preservation Commission

Regular Meeting

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

Agenda

Monday, April 15, 2019

6:00 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Historic Preservation Commission** of the City of De Pere will be held on **April 15, 2019** at **6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the March 18, 2019 Historic Preservation Commission meeting.
3. Discussion and possible action regarding reports from Historic Preservation Commission members that attended the Wisconsin Association of Historic Preservation Commissions State Conference and CAMP Training Event on April 12, 2019.
4. Discussion and possible action regarding Historic Preservation Commission support of May Historic Preservation Month events related to Historic Tax Credit applications and tours of Lawton Foundry Apartments.
5. Discussion and possible action regarding a Memorandum of Agreement from the Wisconsin Historical Society, regarding a \$12,000 grant for costs related to the potential state and national nomination of the Mansion Street WWII Defense Homes Historic District and the Daviswood Ranch Homes Historic District.
6. Future Agenda Items.

Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by noon on the day of the meeting so that arrangements can be made.

Agenda Sent To:

Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Joe De Rose, Wisconsin Historical Society



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2019

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the March 18, 2019 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_Mar2019_Minutes_Draft (PDF)



Historic Preservation Commission

Regular Meeting

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

Draft Minutes

Monday, March 18, 2019

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Chairperson Mike Fleck

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderman	Present	
Mike Fleck	Chairperson	Present	
Gene Hackbarth	Commissioner	Present	
Brian Netzel	Vice Chairperson	Excused	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Excused	
Joanne Vomastic-Muka	Commissioner	Present	

Also present: City Planner Peter Schleinz.

2. Approval of the minutes of the November 20, 2018 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Scott Crevier, Alderman
AYES:	Crevier, Fleck, Hackbarth, Sands, Vomastic-Muka
EXCUSED:	Brian Netzel, Adam Turriff

3. Discussion and possible action regarding a \$12,000 grant from the Wisconsin Historical Society to produce a National Register of Historic Places nomination for two potential historic districts in De Pere.

City Planner Peter Schleinz reported that the Wisconsin Historical Society approved a \$12,000 grant that the HPC applied for in Fall of 2018. He outlined the following timeline of events that have taken place regarding the grant process:

Fall 2017 - Intensive survey which identified two potential neighborhood districts: Mansion Street and Daviswood Ranch Homes.

Spring 2018 - HPC held neighbor meeting about historic districts to gauge interest.

Fall 2018 - HPC applied for \$12,000 WHS subgrant.

Winter 2018 - City received letter from the Wisconsin Historical Society granting the \$12,000 subgrant in order to designate the potential historic districts.

Peter explained the next steps in the process as follows:

March 2019 - Wisconsin State Historical Society posts notice for consultants.

March/April 2019 - WHS prepares a Memorandum of Agreement (MOA) for City to review & sign.

March/June 2019 - WHS prepares paperwork for project start.

No later than August 2019 - Per MOA timeline, project begins.

Per MOA timeline - project finishes.

City Planner Peter Schleinz asked for input from any HPC members who have been involved in nominations in the past. Gene Hackbarth suggested that it is very important to keep property owners in the two districts involved in the process. Mike Fleck added that

it would be a good idea to try to get email addresses for all of the residents. Peter also suggested that HPC members may need to begin initial contact by visiting the neighborhoods. He added that once the Memorandum of Agreement has been reviewed by City staff, he will notify the HPC members via email. Gene Hackbarth noted that once the MOA is signed, the process of hiring the consultant will begin. No action needed to be taken at this time.

RESULT:	NO ACTION
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4. Future Agenda Items.

Gene Hackbarth noted that it's not too early for the HPC to begin thinking about 2020 subgrant possibilities. He also added that the Wisconsin Association of Historic Preservation Commissions is holding their annual state conference in Oshkosh on April 12. Because De Pere is a member of this organization, there will not be a fee charged for any HPC members who wish to attend. Gene added that he will forward the registration information to staff to distribute to everyone.

RESULT:	DISCUSSED
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Adjournment

Sue Sands moved, seconded by Gene Hackbarth, to adjourn the meeting at 6:19 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2019

DEPARTMENT: Planning

FROM: Peter Schlein

SUBJECT: Discussion and possible action regarding reports from Historic Preservation Commission members that attended the Wisconsin Association of Historic Preservation Commissions State Conference and CAMP Training Event on April 12, 2019.

Reports to be made by the Historic Preservation Commission members that attended the conference on Friday, April 12, 2019.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2019

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion and possible action regarding Historic Preservation Commission support of May Historic Preservation Month events related to Historic Tax Credit applications and tours of Lawton Foundry Apartments.

Presentation to be made by Mr. Gene Hackbarth.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2019

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion and possible action regarding a Memorandum of Agreement from the Wisconsin Historical Society, regarding a \$12,000 grant for costs related to the potential state and national nomination of the Mansion Street WWII Defense Homes Historic District and the Daviswood Ranch Homes Historic District.

In 2018, the Historic Preservation Commission (HPC) applied for a grant that would cover the costs for a consultant to assist in the nomination of two potential historic districts in De Pere. The grant did not require a match. On February 22, 2019 the Wisconsin Historical Society (WHS) sent a letter to the City that referenced that a grant of up to \$12,000 was being awarded.

On April 5, 2019, the WHS sent draft copies of a Work Program and a Memorandum of Agreement (MOA) for the City to sign prior to submitting any RFP's for consultants. The RFP, and a retroactive approval of the grant/MOA must be reviewed and approved by the Common Council prior to the City signing the MOA.

The HPC may want to consider reviewing the draft Work Program and MOA (attached), and suggest that the documents be forwarded to Common Council for consideration along with retroactive grant approval.

ATTACHMENTS:

- De Pere 2019 - Work Program Draft (DOC)
- De Pere 2019 - Memorandum of Agreement Draft (DOC)

DE PERE WORK PROGRAM
 MEMORANDUM OF AGREEMENT
 Project No. WI-19-10012
 Attachment A: Work Program (As of 3/11/2019)

The State Historic Preservation Office (SHPO), Wisconsin Historical Society, and the City of De pere, hereinafter called the subgrantee, agree to the following work activities and project conditions for the completion of a National Register of Historic Places nomination and related activities for the Mansion Street WWII Defense Homes Historic District and the Daviswood Ranch Homes Historic District. All components of the nomination must be submitted by August 15, 2020.

1. The consultant shall conform to and follow all requirements and guidelines detailed in the manual found on the Wisconsin Historical Society website. The "Supplementary Manual for Completing State Register and National Register of Historic Place Form in Wisconsin" is located at www.wisconsinhistory.org and search for "supplementary manual."
2. National Register Nominations. The National Register of Historic Places nominations will be prepared according to the guidelines promulgated by the National Register and in the format specified by the SHPO. The SHPO will have final approval of the scope and boundaries of the nominations prior to commencement of work. The completed nomination is due at the SHPO by August 15, 2020.

The following items must be submitted for each nomination by the project completion date. Each is more fully described in the supplementary manual.

- a. One electronic copy and one paper copy of the National Register of Historic Places Inventory-Nomination Form (10-900). The form may be found on the Wisconsin Historical Society website at www.wisconsinhistory.org and search for "supplementary manual."
- b. One electronic copy and one paper copy of a 200-300 word summary of the importance of the property.
- c. The full text of the nomination and of the summary statement on compact disk.
- d. Two commercially printed sets of digitally produced images and associated disk. Digital (TIFF) images must be produced with a digital SLR camera and the disk and prints must comply with the guidelines set forth by the National Park Service in the National Register Photographic Imaging Policy: <http://www.nps.gov/history/nr/publications/bulletins/photopolicy/index.htm> Prints must be at least 4" x 6". Photos should be labeled on back with a pencil.

DE PERE WORK PROGRAM
MEMORANDUM OF AGREEMENT
Project No. WI-19-10012
Attachment A: Work Program Page 2

- e. A PowerPoint presentation that fully documents the significance and appearance of the property for the Review Board meeting. The PowerPoint presentation must be compressed to create a file of manageable size. The presentation must be submitted on a CD together with the individual original uncompressed image files. Image files must be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7MB. The individual image files must be labeled with the AHI number and descriptive detail.
- f. Original USGS quadrangle maps as needed to identify the nominated property. The maps must be labeled in pencil as specified by the National Register and the SHPO and must include construction lines for the calculation of UTM coordinates.
- g. District maps, site plans, and/or floor plans, as needed.
- h. It is the responsibility of the consultant to provide a complete list of all current property owners as listed in the land or tax records after the nomination is scheduled for a Review Board meeting. Historic district nominations require three full sets of mailing labels submitted on Avery 5160, Avery 5161, or similar label format.
- i. One completed nomination submission checklist.
- j. An update to the Wisconsin Historic Preservation Database (WHPD) as directed in the subgrants manual. New or updated records are required for all resources in the district whether contributing or non-contributing. For information regarding the proper creation of inventory records go to www.wisconsinhistory.org and search for "survey manual." Click on "When do I need to prepare a new record" in the survey manual (p. 3). The information for the nomination resources will be entered into WHPD by the consultant. The consultant will be given free access to WHPD for one month in order to enter the nomination findings for the Mansion Street WWII Defense Homes Historic District and the Daviswood Ranch Homes Historic District project only. The consultant must contact the SHPO in order to set up this special one month access.
- k. The consultant will be responsible for the presentation of the nomination to the State Historic Preservation Review Board. Any corrections or additional information required by the State Review Board or the National Park Service shall be provided by the consultant. Any costs associated with these corrections are part of this project budget.

DE PERE WORK PROGRAM
MEMORANDUM OF AGREEMENT
Project No. WI-19-10012
Attachment A: Work Program Page 3

3. Public Education. The subgrantee will sponsor an informational meeting shortly before the scheduled State Historic Preservation Review Board meeting. It will be necessary for the principal investigator and the SHPO to participate in the meeting. The meeting shall include a formal presentation of the historic district by the principal investigator. The SHPO will explain the National Register of Historic Places program. Additional meetings can be held at the discretion of the subgrantee and the SHPO as necessary.
4. Acknowledgment of Federal Assistance. An acknowledgment of federal funding must be made in any publication or slide or video production resulting from this project (See Section 7 of the "Subgrants Manual.") The standard acknowledgment that must be used is stated in the manual. Press releases, speeches, and other dissemination of information by a subgrantee regarding grant-assisted projects must also acknowledge the support of the National Park Service and the Wisconsin Historical Society. Future publications, materials, or projects that result from this grant-assisted project must acknowledge the federal support.

MEMORANDUM OF AGREEMENT between THE WISCONSIN HISTORICAL SOCIETY by and through THE STATE HISTORIC PRESERVATION OFFICER and **the City of De Pere for the completion of a historic preservation project identified as Project No. WI-19-10012.**

THIS AGREEMENT between the State Historic Preservation Office, Wisconsin Historical Society, by and through the State Historic Preservation Officer, hereinafter called the SOCIETY, and the City of De Pere, hereinafter called the SUBGRANTEE, will undertake a historic preservation project to be assisted with a grant-in-aid of up to \$12,000 to support the National Register of Historic Places program in Wisconsin. The program was established by the National Historic Preservation Act of 1966, as amended, and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SOCIETY and the SUBGRANTEE agree as follows:

1. Attachments

The SUBGRANTEE shall carry out the project as specified in this document and attachment which is incorporated into and made part of this memorandum of agreement as:
Attachment A-the project "Work Program"

2. Amendments (Administration Manual, section 11)

With the exception of Progress Reports, any change to the approved work program (scope of work), products, product/activity due date(s), or budget must be submitted in writing to the SOCIETY at least 30 days prior to effecting and in accordance with the requirements in the "Administration Manual, Section 11."

Other than Progress Reports, deadlines are mandatory and extensions will only be given in unforeseen and extraordinary circumstances. Examples are death or resignation of key participant or major natural disaster; a computer "crash," however, is not an extraordinary circumstance. The SUBGRANTEE must notify the SOCIETY immediately when the extraordinary event occurs.

3. **Period of Performance**

All work carried out as part of this grant-assisted project shall be conducted between the date of the SUBGRANTEE's state purchase order and the **project completion date, August 15, 2020**. It is not possible to extend the period of performance for this project. However, should interim project due date(s) need extension, see item 2. "Amendments."

Drafts of any publications prepared as part of this project shall be submitted by the dates specified in the "Work Program," for review and approval by the SOCIETY.

The SUBGRANTEE agrees to submit all the materials described in the "Work Program" to the SOCIETY on or before the deadlines given for the submission of specified products: failure to meet a deadline may be cause to terminate this agreement. Any Work Program activities completed **after September 30, 2020** cannot be considered an allowable cost.

The SOCIETY agrees to review all materials within 30 days of their receipt, returning any incomplete or inadequate materials to the SUBGRANTEE for revision or completion. The SOCIETY must approve that all project materials conform to the applicable Secretary of Interior's "Standards" prior to final reimbursement.

The SUBGRANTEE **shall submit by September 30, 2020, the final reimbursement request, Project Completion Report, and any materials or reports that required revision after SOCIETY review.**

4. **Professional Supervision** (Administration Manual, section 4)

The SUBGRANTEE agrees to provide and maintain a principal investigator whose professional qualifications have received prior approval of the SOCIETY, to ensure that the work conforms to the work program, and to provide the necessary standard of professional conduct required for this project under the federal program regulations.

The SOCIETY staff will maintain contact with the principal investigator and will provide necessary and reasonable amounts of training, advice or technical assistance for the successful completion of project work.

5. **Contracts** (Administration Manual, sections 5 and 6)

The Subgrantee agrees to:

- a. not contract with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, Debarment and Suspension;
- b. comply with Federal competitive procurement requirements (Administration Manual, section 5) for professional services, any sub-contracts and submit evidence of such prior to reimbursement; and
- c. submit any contracts drafted for the performance of work activities to the SOCIETY for comment and approval prior to execution.

6. **Allowable Costs** (Administration Manual, section 8)

All Project Costs are subject to the applicable principles described in Office of Management and Budget (OMB) Circulars. See our Administration Manual, Section 3-01 for the specific circulars that apply to various types of applicants/subgrantees. This section also gives the Website address for these circulars.

If the SUBGRANTEE **receives \$300,000** or more annually in **total federal funds**, it agrees to comply with the provisions of OMB Circular A-133, Single Audit Act of 1984, and to submit to the SOCIETY a copy of the audit report within 30 days of publication.

Further all project related spending must:

- a. meet federal requirements for the program;
- b. conform to the approved project budget and occur within the period of performance;
- c. be necessary and reasonable for the completion of project work; and
- d. be disassociated with "lobbying," in accordance with 18 U.S.C. 1913.

7. **Progress and Completion Reports** (Administration Manual, section 9)

The SUBGRANTEE shall submit a Progress Report by the **15th day of October 2019; January 2020; and April 2020** or until project completion is reported in the format provided by the SOCIETY. The Society may grant extensions to written or verbal requests, if justification is determined to be satisfactory.

The SUBGRANTEE shall notify the SOCIETY immediately if any situation should arise that will adversely affect the timely or successful completion of this project.

The project completion report titled "Final Project Report" shall conform to the SOCIETY requirements and be submitted by **September 30, 2020**.

8. **Reimbursement Requirements** (Administration Manual, section 10)

Reimbursement to the SUBGRANTEE shall be subject to receipt of funds from the National Park Service, provided reimbursement amounts are:

contained on an acceptable reimbursement request form;

supported by evidence of compliance with Federal competitive procurement requirements;

supported by copies of expense plus payment records; and

supported by evidence that all project work activities specified for the period have been completed.

9. The SOCIETY agrees to reimburse the SUBGRANTEE **100% of allowable** project costs within 60 days of the SOCIETY's receipt of an acceptable reimbursement request on the following schedule:
- a. Up to 75% of the federal award may be paid prior to project completion. The SUBGRANTEE may submit a Reimbursement Request by September 15, 2020 for all expenses incurred through August 31, 2020.
 - b. The remaining 25% of the federal award will be paid to the SUBGRANTEE after receipt of the final Reimbursement Request and Project Completion Report (see 8, above), or after all completion materials and auditable records are approved as meeting the applicable Secretary of the Interior's "Standards", which ever is later. The final reimbursement request shall be submitted by September 30, 2020 or earlier.

The SUBGRANTEE agrees to maintain all subcontractor or professional services procurement histories financial and records pertaining to the full life-cycle of the subgrant for a period of not less than five years after completion of the project. The State Legislative Audit Bureau, the SOCIETY, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives shall have access to subgrant records for audit purposes.

10. **Acknowledgment of Federal Assistance** (Administration Manual, section 7)

Federal grant assistance shall be acknowledged in any public announcements, news releases, articles, publications, and pertinent presentations that the SUBGRANTEE participates in or initiates in the required format.

11. **General Provisions**

- a. **Copyrights.** Since federal funds are involved in this project, no copyright is available to any participants in the project. All material remains in the public domain and cannot be copyrighted.
- b. **Compliance with federal and state laws.** The SUBGRANTEE agrees to comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices. The SUBGRANTEE further agrees to comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including the applicable Secretary of the Interior's standards.
- c. **Title VI Compliance.** The SUBGRANTEE agrees to comply with Title VI of the Civil Rights Act of 1964 that states that no person on the grounds of race, color, marital status, religious creed or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

- d. Civil Rights Assurance of Compliance. The SUBGRANTEE agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Subgrantee receives financial assistance from the National Park Service and hereby gives assurance that it will immediately take any measures to effectuate this agreement.
- e. Program Income. During the period of this grant (March 1, 2018 through September 30, 2019), any income earned by a SUBGRANTEE from activities of which part or all of the cost is a direct cost shall reduce the subgrant award.
- f. Liability. The SUBGRANTEE shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the SUBGRANTEE in executing work under this agreement.

This AGREEMENT may be terminated before the project completion date upon thirty (30) days written notice from either the State Historic Preservation Officer or the SUBGRANTEE. Should this agreement be terminated by the State Historic Preservation Officer, except for reasons of non-compliance by the SUBGRANTEE, the SOCIETY will reimburse the SUBGRANTEE for up to **a maximum of 100% of the eligible** costs incurred up to the termination date. Should this agreement be terminated by the SUBGRANTEE, the SOCIETY, at the discretion of the State Historic Preservation Officer, may reimburse the SUBGRANTEE for a maximum of 50% of the eligible costs incurred to the termination date or may require the SUBGRANTEE to return any or all federal funds transferred to the SUBGRANTEE by the termination date, depending upon the circumstances of the termination.

This AGREEMENT becomes effective upon signature by the parties below and upon receipt by the SUBGRANTEE of a purchase order for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

By

Daina Penkiunas
Deputy State Historic Preservation Officer

Date

By

Michael J. Walsh-City of De Pere

Date



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2019

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Future Agenda Items.
