



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Monday, February 17, 2014	6:00 PM	De Pere City Hall Council Chambers
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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 **February 17, 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 January 20, 2014 meeting.
3. Update on the sign at the fountain on James Street: installation by City staff/invoice approval for Fossil Industries & Orde Advertising.
4. Update on plaques for National Register properties: plaque delivery and installation/invoice approval for Reinhold Sign Service.
5. Review of City of De Pere website: suggested headings for A-Z index/additions and corrections to Historic Preservation page.
6. 2013/2014 Budget review and requests for information.
7. Programs and community education: Historic Tax Credits Meeting March 27th 1:00 PM at Titledown Brewery/Mark Buechel of the State Historic Preservation Division.
8. Programs and community education: Historic Preservation Month - tax credit meeting with staff of State Historic Society/tour of St. Norbert Campus/tour of Lockkeeper's House/tour of restored property with tax credit.
9. Report on properties and status.
10. 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
TV, Newspapers, & Radio Stations
Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 17, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Approval of the minutes of the January 20, 2014 meeting.

ATTACHMENTS:

- HPC_Minutes_Jan_draft (PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Monday, January 20, 2014

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	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Mike Fleck	Commissioner	Present	
Gene Hackbarth	Commissioner	Present	
Mary Jane Herber	Committee Member	Present	
Tom Monahan	Commissioner	Absent	
Brian Netzel	Commissioner	Present	
Carla Nicks	Commissioner	Excused	

Also present: City Planning Director Ken Pabich.

2. Approval of the minutes of the December 16, 2013 meeting.

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

3. Update on the sign at the fountain on James Street. Gene Hackbarth presented a color sample of the sign from Fossil Industries for approval by the Commission. Upon vote, motion carried unanimously to approve the sample.

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

4. Update on plaques for National Register properties.
 Ken Pabich received the final invoice from the Erie Company last week, and the payment is being processed. The plaques will be shipped upon receipt of payment.
5. Historic Preservation subgrants 2012-2013: February 28th Review Board meeting.
 The Historic Preservation Review Board meeting for residential nominations will be held on February 28th. Mary Jane Herber asked the group to check their calendars if they are interested in attending. As in the past, property owners should be acknowledged at a City Council meeting following the formal placement of their property on the National Register of Historic Places by the United States Department of the Interior.
6. Adoption of change to De Pere Municipal Code 54-8: moving or razing of buildings.
 The new razing ordinance went before the City Council for a second reading on January 7th, and passed by a vote of 6-2.

Attachment: HPC_Minutes_Jan_draft (1845 : Approval of the minutes of the January 20, 2014 meeting.)

7. Review of City of De Pere website: Historic Preservation division page updates & A-Z Index.
The A-Z index of the City website does not reference the mapping of historic districts. Mary Jane Herber asked Commission members to think of possibilities of keywords for searching, and bring them back to next month's meeting.
8. Request for carryover from 2013 budget.
Ken Pabich reviewed the Commission's 2013 expenditures. Discussion followed on some of the line item expenditures, as well as which items should be earmarked as deductions from the State Historic Society grant. Ken explained that the amount of any known remaining bills will be requested as a carryover to the 2014 budget for payment. Any remaining balance after that will go back into the City's general fund. If there is anything the Commission wants to request to carryover, it must be earmarked specifically as a "known remaining bill" instead of presented as a request to carry over funds with no specific stated purpose. Commission members should prepare specific dollar amounts to bring to the February meeting, because carryover requests will go to the Finance Committee in March.
9. Programs and community education.
Committee members discussed possible activities for Historic Preservation Month in May; ideas include hosting a presentation from the State Historical Society, or a tour of the Lockkeeper's House, one of the National Register properties, or a restored structure that has taken advantage of the Historic Tax Credit.
10. Report on properties and status.
No purchases to report this month.
11. Future agenda items.
None.

Adjournment

Mike Fleck motioned, seconded by Gene Hackbarth, to adjourn the meeting at 6:55 PM.

Respectfully submitted,
Carey Danen

City of De Pere, Wisconsin



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MEETING DATE: February 17, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Update on the sign at the fountain on James Street: installation by
City staff/invoice approval for Fossil Industries & Orde Advertising.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 17, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Update on plaques for National Register properties: plaque delivery and installation/invoice approval for Reinhold Sign Service.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 17, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Review of City of De Pere website: suggested headings for A-Z index/additions and corrections to Historic Preservation page.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 17, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: 2013/2014 Budget review and requests for information.

ATTACHMENTS:

- HPC_2013-2014_Budget (PDF)

2013 Historic Preservation Commission Budget

Historic	
2013 Budget	\$5,395.00
Carryover Request (from 2012)	\$2,000.00
WAHPC	(\$40.00)
Travel (Gene)	(\$211.16)
Indoff	(\$103.34)
United Sign	(\$427.00)
State Historic Society	\$8,000.00
Tim Heggland (Grant - Contractor)	(\$6,800.00)
City (Grant - Intern)	(\$935.00)
BadgerLand (Grant)	(\$265.00)
Travel (Gene)	(\$183.74)
Nation Historic Preservation	(\$20.00)
NAPC	(\$100.00)
Travel (Carla)	(\$216.00)
Fossil Industries	(\$675.00)
Plaque Income (25@60)	\$1,500.00
Zimmerman Foundries	(\$1,924.75)
Zimmerman Foundries	(\$161.10)
Blueraven	(\$60.00)
End of 2013 Balance	\$4,772.91
<u>Known remaining bills</u>	
e Zimmerman Foundries	(\$1,924.75)
e Reinhold Plaque Install (35@25)	(\$875.00)
e Fossil	(\$450.00)
e Orde Sign	(\$390.61)
e Glenbow Museum	(\$50.00)
e Travel (Mary Jane)	(\$605.47)
p Preserve America Signs	(\$490.00)
Total Expenses	\$4,785.83
Difference	(\$12.92)
Requested Carryover	\$4,772.91
Proposed Final 2013 Budget Balance	\$0.00

e existing project
p proposed project

2014 Historic Preservation Commission Budget

Historic	Budgeted	Actual
2014 Budget	\$5,395.00	\$5,395.00
Carryover Request (from 2013*)		\$4,772.91
Zimmerman Foundries	\$1,924.75	(\$1,924.75)
Reinhold Plaque Install (35@25)	\$875.00	
Fossil	\$450.00	
Orde Sign	\$390.61	
Glenbow Museum	\$50.00	(\$50.00)
Travel (Mary Jane)	\$605.47	(\$605.47)
Preserve America Signs	\$490.00	
Historic Plaques	3195	
Education / Training Sessions	500	
Memberships	200	
Meeting Expenses	1000	
Mileage Expense	500	
2014 Balance		\$7,587.69
<u>Known remaining bills</u>		
Total Expenses		\$0.00
Difference		
Requested Carryover		\$7,587.69
Proposed Final 2014 Budget Balance		

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 17, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Programs and community education: Historic Tax Credits Meeting
March 27th 1:00 PM at Titledown Brewery/Mark Buechel of the
State Historic Preservation Division.

City of De Pere, Wisconsin



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SUBJECT: Report on properties and status.

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MEETING DATE: February 17, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Future agenda items.
