



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Final Minutes

Monday, February 17, 2014

6:00 PM

De Pere City Hall Council Chambers

Call to Order

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

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderpersion	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	Present	

2. Approval of the minutes of the January 20, 2014 meeting.

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

- Update on the sign at the fountain on James Street: installation by City staff/invoice approval for Fossil Industries & Orde Advertising.
Gene Hackbarth reported that the sign is in production and will be shipped to Orde on March 3rd. Scott Thoresen, Public Works Director, arranged for city staff to remove the old retainer, which is now at the Orde shop. The balance of the Fossil Industries invoice is due within 15 days of receipt of the sign. Discussion followed about the check approval process. Gene will submit a check request now for the \$450 balance so that the check can be prepared and will be ready to send after the sign has been accepted. The remaining costs for the sign at the James Street fountain should be \$391.61 to Orde Sign.
- Update on plaques for National Register properties: plaque delivery and installation/invoice approval for Reinhold Sign Service.
The plaques have been delivered to the city; Carla Nicks displayed one for the group. Carla will check each plaque individually for accuracy and then send them to Reinhold Sign. The plaques cannot be installed until the temperature is at least 45 degrees. Carla also reported that she counted 208 homes and 28 commercial properties in De Pere that are listed on the National Register.
- Review of City of De Pere website: suggested headings for A-Z index/additions and corrections to Historic Preservation page.
Commission members discussed several suggestions for keywords to be added to the City website's A-Z index. These will be forwarded to the IT department. Any changes to information on the Historic Preservation page itself can be submitted to Carey Danen.
- 2013/2014 Budget review and requests for information.
Mary Jane Herber reported that the Historic Preservation Commission was \$12.92 over budget for 2013. Discussion followed on individual budget items.

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. Mark Buechel is giving a presentation at Titledown Brewery, in coordination with the city of Green Bay Economic Development office. This meeting is primarily directed at commercial property owners. Mary Jane Herber will notify De Pere property owners who are eligible for the tax credit program, as well as the Chamber of Commerce and Definitely De Pere.
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. Mary Jane Herber will work with Mark Buechel to set up a presentation in May to target residential property owners. Mike Fleck reported that the De Pere Historic Society is presenting its program to local 4th grade classes again for the fourth year. The program includes three days of tours at White Pillars, the Polo Resto, and the Riverwalk, as well as programs at the library. Definite dates have not been set yet, but the presentation traditionally occurs toward the end of May. Gene Hackbarth stated that he participated last year and it was extremely well received. Mary Jane asked Scott Crevier for help in coordinating a tour of St. Norbert. Discussion followed about possible dates. Gene stated that the coffee shop in the Lockkeeper's house is scheduled to be open by Memorial Day. He will find out when the lock opens. The Commission also discussed the possibility of creating a tour of commercial properties that participated in the plaques project, and developing some type of scavenger hunt as part of Historic Preservation Month.
9. Report on properties and status.
No updates.
10. Future agenda items.
The Wisconsin Historic Society has requested a summary of donations/contributions to the Riverwalk project for its congressional report.
Preserve America signs project update.

Adjournment

Gene Hackbarth motioned, seconded by Scott Crevier, to adjourn the meeting at 7:20 pm.

Respectfully submitted,
Carey Danen