



Historic Preservation Commission

Special Meeting

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

Final Minutes

Monday, January 23, 2017

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	Present	
Kate Sabel	Commissioner	Excused	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinz.

2. Approval of the minutes of the November 21, 2016 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderman
SECONDER:	Gene Hackbarth, Commissioner
AYES:	Crevier, Fleck, Hackbarth, Netzel, Sands
EXCUSED:	Kate Sabel, Adam Turriff

3. Recommendation regarding an adequately documented nomination to the National Register of Historic Places for the proposed St. Norbert College Historic District, bounded by Grant Street, Marsh Street, the Fox River, and Lee J. Roemer Mall (Multiple Parcels). Submitted by Wisconsin Historical Society.

City Planner Peter Schleinz reviewed the recommendation to the National Register of Historic Places for the proposed St. Norbert College Historic District. He explained that the Historic Preservation Commission should determine if it agrees with part of St. Norbert College being added as the next nationally recognized historic place in the City of De Pere. Gene Hackbarth made a motion, seconded by Brian Netzel, to support the nomination. Upon vote, motion carried by a vote of 4-0-1.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Brian Netzel, Vice Chairperson
AYES:	Mike Fleck, Gene Hackbarth, Brian Netzel, Sue Sands
ABSTAIN:	Scott Crevier
EXCUSED:	Kate Sabel, Adam Turriff

4. Recommendation regarding the selection of the consultant, Heritage Research LTD, to perform an architectural and historical resource survey (intensive survey) update for the City of De Pere. Submitted by City of De Pere.*

City Planner Peter Schleinz reviewed the status for the selection of a consultant to perform the intensive survey update for De Pere. He reported that a sub-committee of HPC members went through the request for proposals to identify a top candidate for the

project. Out of 18 requests for proposals that were sent out, five responses were received. Three consultants expressed an interest but were unable to meet the proposed project timeline; two consultants submitted a proposal and fee structure. Out of these two proposals, Heritage Research LTD was chosen unanimously by staff and two Commission members as the top candidate. The selected firm proposed completing the project for \$18,981, which falls within the budgeted \$19,000 grant amount. Peter reported that he cross-checked their references and also checked with the Wisconsin Historic Society to make sure they are a reputable company. Peter explained that the next step is to develop a contract which will be reviewed by the City Council. Therefore, the Commission should either recommend support or rejection of Heritage Research LTD as the consultant to complete the intensive survey update and then ask that a contract be drafted for the Council to review. Gene Hackbarth requested that there be two public meetings: one at the outset of the research project and then another one just before the project is completed to give an opportunity for the Historic Preservation Commission as well as members of the City to be involved in the discussion. Peter replied that two meetings are already planned, one for as early as the February 20, 2017 Historic Preservation Commission meeting, with the second meeting likely occurring in August. Peter stated that public notices would go out for both of these meetings above and beyond what is typically done for a meeting notice.

Scott Crevier asked for clarification on how the amount of the grant was calculated. Gene explained that at the time the HPC submitted the subgrant application, he contacted the Wisconsin Historical Society and asked them approximately how much it would cost for an intensive survey update. Scott then asked if the consultants knew the amount of the City's grant when they submitted their proposals. Peter replied that he did not include the grant total when he sent out the RFP to the consultants. He did note that the consultants could have requested this information from the state since it is public information. Gene Hackbarth motioned, seconded by Sue Sands, to approve the recommendation. Upon vote, motion carried unanimously.

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

5. Update regarding Certified Local Government Annual Update Form for January 1, 2016 through December 31, 2016. Submitted by City of De Pere.

City Planner Peter Schleinz reported that he submitted a CLG Annual Update Form to the Wisconsin Historical Society on January 6, 2017 on behalf of the Historic Preservation Commission. Both chair Mike Fleck and vice-chair Brian Netzel reviewed the annual report before it was submitted. Peter stated that an amendment can be sent in if there is anything that looks to be missing. Gene Hackbarth motioned, seconded by Scott Crevier, to accept the annual update form as submitted. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Fleck, Hackbarth, Netzel, Sands
EXCUSED:	Kate Sabel, Adam Turriff

6. Discussion regarding potential upcoming projects for the Historic Preservation Commission to work on during the year 2017. Submitted by City of De Pere.

City Planner Peter Schleinz reported that he is looking for comments from Commission members regarding the priority of upcoming projects for the HPC to work on in the year 2017. These sub-projects could be worked on independently or in small groups during the year outside of the regularly scheduled Commission meetings. Gene Hackbarth noted that he is very much in favor of all of the projects listed. He also stated that he would like to continue to work on the placement of the Joliet Historical Marker. Both Mike Fleck and Brian Netzel agreed to continue working on this project as well.

Scott Crevier added that he would like to continue working on the relocation of the Claude Allouez Marker, which was formally located at the old bridge approach. Gene stated that there has been some discussion to move the marker to a location outside of the old George Street landing property. The proposal is that it would be placed on city property north of the George Street landing area, very close to the boat docks. Gene added that the Definitely De Pere Design Committee has been working on the relocation of the marker and the plan is to re-create the five layers of limestone with the monument sign placed on top of the stone. Scott stated that he will contact Alderperson Jennings, who is on the Definitely De Pere Design Committee to see when the project can be moved forward, possibly by this summer. Gene asked Peter whether the Historic Preservation Commission committed any funds in the 2017 budget for the relocation of the marker. Peter replied that when the budget was put together last fall, funding was not specifically set aside for this project. Gene replied that he is aware that Definitely De Pere has put aside some funding to get the ball rolling for the installation of the marker, plus they are planning to do some fundraising in concert with it. Gene Hackbarth motioned, seconded by Scott Crevier, to confirm the timeline for these upcoming projects. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Fleck, Hackbarth, Netzel, Sands
EXCUSED:	Kate Sabel, Adam Turriff

7. Future Agenda Items.

Gene Hackbarth requested that the Historic Preservation Commission recommend the reimbursement of travel expenses for him to represent the HPC at the nomination of the St. Norbert College Historic District on February 24th in Madison. Mike Fleck motioned, seconded by Brian Netzel, to approve the reimbursement of Gene's travel expenses. Upon vote, motion carried unanimously.

Gene noted that he would like to provide the members of the HPC a link for a Wisconsin Historic Preservation webinar regarding federal tax credits. It was decided that Gene will send the link to Peter who will forward to all HPC members.

Peter reported that a couple recently reached out to the City because they are interested in having their home at 503 Fulton Street designated as a local designation. The home is already recognized by the state and national registries as the James Harbridge House. At this time, they are seeking advice on going through the process of a local designation. Peter added that he will work as a liason to help them go through the local designation process. He stated that it is very likely that in February, there will be a local designation application brought before the Historic Preservation Commission. There have only been two local designations in the City, both of which were public buildings. Therefore, this would be the first active home that could potentially be designated in the history of the Historic Preservation Commission.

RESULT: NO ACTION

Adjournment

Gene Hackbarth moved, seconded by Sue Sands, to adjourn the meeting at 6:29 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker