



AGENDA
City of Milton
Historic Preservation Commission
Wednesday, April 9, 2014
6:00 p.m.
SHAW MUNICIPAL CENTER
Council Chambers, 430 E. High Street

1. Call to order
2. Approve Agenda
3. Approve Minutes – March 12, 2014
4. Discussion and possible action regarding nomination of sites to the National Register of Historic Places
5. Discussion and possible action regarding an additional Preserve America sign
6. Discussion and possible action regarding the development of a calendar or book featuring City of Milton sites
7. Discussion and possible action regarding the design of City of Milton postcards
8. Discussion and possible action regarding the tourism kiosks
9. Discussion and possible action regarding Request For Proposals for nomination of sites to the National Register of Historic Places
10. Discussion and possible action regarding the Memorandum of Agreement for the completion of the National Register of Historic Places nomination project
11. Discussion and possible action regarding the Memorandum of Agreement – Work Program
12. Reports and Updates (The following items will not have any action taken.)
 - a) Milton Historical Society
 - b) Historic Preservation Commission Historic Walking Tour Booklet Subcommittee
13. General Items
14. Set Next Meeting Date – May 7, 2014
15. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 430 E. High Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Michelle Ebbert
04/04/14

**City of Milton
Historic Preservation Commission
Wednesday, March 12, 2014**

Call to Order

Assistant Cushman called the meeting to order at approximately 6:04 p.m., and asked for nominations for a chairperson for the March 12, 2014 meeting of the Historic Preservation Commission.

Comm. Jewell nominated Comm. Williamson to serve as chairperson for the March 12, 2014 Historic Preservation Commission meeting. Comm. Teuscher seconded, and the motion carried.

Present: Marlene Jewell, Eric Stockman, Dean Teuscher, and Terry Williamson.

Also Present: Lynda Clark, Milton Historical Society Executive Director Cori Olson, Historic Resources Consultant Carol Cartwright, and Assistant to the City Administrator Inga Cushman

Approve Agenda

Comm. Jewell motioned to approve the agenda. Comm. Teuscher seconded, and the motion carried.

Approve Minutes – February 10 & 24, 2014

Comm. Teuscher motioned to approve the minutes. Comm. Jewell seconded, and the motion carried.

Discussion and possible action regarding nomination of sites to the National Register of Historic Places

C. Cartwright reported that she has most of the nomination complete for the Goodrich House, and she is having Comm. Williamson, the property owner, review the description before she has the commission review the final draft. She indicated that there is potential for the property to be nominated to the National Register of Historic Places for both architecture and significant person, but she needs to discuss the eligibility under significant person more with the Wisconsin Historical Society. She is also working on the nominations for the historic districts.

She indicated that she has not been able to get in contact with the Masonic Temple. Assistant Cushman will follow up with the Masonic Temple. Assistant Cushman also said that she was able to get in contact with a representative from the Marian Allen House, but she has not heard back from them whether they want to proceed with the nomination. C. Olson said that she will follow up with the owners of the farmstead, which is the fourth and final individual nomination for this grant cycle, to determine if they want to proceed with the nomination.

Discussion and possible action regarding an additional Preserve America sign

Comm. Williamson motioned to obtain new quotes from PrintMax, Sullivan Signs, and Sign-a-Rama for 1-3 additional Preserve America signs. Comm. Stockman seconded, and the motion carried.

Discussion and possible action regarding display of Milton history at the new Police Department / City Hall building

Assistant Cushman stated that Mayor Brett Frazier would like to see Milton's history honored in the new Police Department / City Hall building. Specifically, he would like to see photos of past Police Chiefs, Constables, Councils, Boards of Trustees, and Mayors in the new facility, and he is requesting assistance from the Historic Preservation Commission to help with this project. The commission indicated that they are in the middle of a few projects, and do not have the time to take on another. L. Clark suggested asking a high school history class or a group of high school students to work on this project.

Discussion and possible action regarding the development of a calendar or book featuring City of Milton sites

The commission discussed various topic ideas for a book and whether the commission should pursue a postcard book rather than a regular book about Milton. The commission also discussed potential topics for the book. Comm. Williamson asked if the publication of a book will be a fundraiser. Assistant Cushman suggested that it could be a joint fundraiser between the Historic Preservation Commission and other organizations that are involved in the researching and publishing of the book. The commission will consider the various topics that were discussed at the meeting, and they would like this item on the agenda for the next meeting.

Discussion and possible action regarding the tourism kiosks

Comm. Williamson asked if the Department of Public Works could assess what needed to be repaired on the kiosk, and then the commission can discuss how the repairs will be made and what will be displayed in the kiosk. Assistant Cushman will ask the Department of Public Works to look at the structure.

Discussion and possible action regarding the Historic Preservation Commission Annual Report

Comm. Teuscher asked about the funding for the Historic Milton, Wisconsin Tour Guides. Assistant Cushman stated that the funding was all from budgeted city funds and will also indicate on the report that the donations collected for the guides was also used for the printing. C. Olson asked that the walking tours held during 2013 also be added to the report.

Comm. Jewell motioned to approve the Annual Report with the requested changes. Comm. Teuscher seconded, and the motion carried.

Reports and Updates (The following items will not have any action taken.)

a) **Milton Historical Society**

C. Olson reported that the Milton Historical Society's Annual Meeting was held the previous week. She also provided an update on the financial condition of the Milton Historical Society.

b) **Historic Preservation Commission Postcard Subcommittee**

Assistant Cushman stated that a meeting needed to be established for the subcommittee. The subcommittee will meet Wednesday, March 19, 2014 at 6 p.m. at the Milton House

c) **Historic Preservation Commission Historic Walking Tour Booklet Subcommittee**

Assistant Cushman stated that a meeting needed to be established for the subcommittee. The subcommittee will meet Tuesday, March 18, 2014 at 1 p.m. at the Milton House

General Items

Assistant Cushman informed the commission that she received notification that the City will be receiving another grant for four additional individual nominations during the next grant cycle through the State.

Comm. Teuscher asked Comm. Stockman if the plaque that the Historic Preservation Commission purchased for his building, Whitford Hall, previously will be in the way once his ramp is completed. Comm. Stockman said it will not be in the way.

Comm. Teuscher also asked when a new commissioner will be filling the vacancy. Assistant Cushman said she was told that there are two applications for the position, and the Mayor will be appointing someone soon.

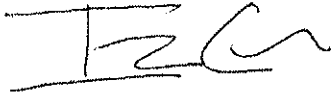
Set Next Meeting Date

The next meeting date of the Historic Preservation Commission will be on April 9, 2014 at 6 p.m.

Motion to Adjourn

Comm. Teuscher motioned to adjourn the meeting at 7:02 p.m. Comm. Jewell seconded, and the motion carried.

Respectfully submitted,



Inga Cushman
Assistant to the City Administrator

**REQUEST FOR PROPOSALS
NOMINATION OF SITES TO NATIONAL REGISTER OF HISTORIC PLACES
IN THE CITY OF MILTON, WISCONSIN**

April 16, 2014

The City of Milton, Wisconsin is requesting proposals for nominating four individual properties in the City to the National Register of Historic Places. Funding for the project is from a Wisconsin Historical Society CLG Grant. Interested consultants are invited to submit proposals by 4 p.m. on April 30, 2014. Interviews and final consultant selection will be made in May 2014. The project shall be completed by July 15, 2015.

BACKGROUND

The City of Milton is a community located in Rock County, Wisconsin. The population of Milton is estimated at 5,549 and the City encompasses approximately 2.24 square miles. The Village of Milton and Milton Junction merged in 1967, and incorporated as a City in 1969. The merger resulted in two distinct downtown districts located approximately 1 mile apart.

The Milton House, a hexagonal stagecoach inn constructed by Milton's Founder, Joseph Goodrich, in 1844, is designated as a National Historic Landmark and is part of the National Underground Railroad Network to Freedom. It is also the oldest grout home in the United States.

Joseph Goodrich also opened the Milton Academy in 1844, which later became Milton College. The college closed its doors in 1982 due to financial difficulties, but the historic buildings have found new life as businesses, residences, and civic buildings.

PROJECT DESCRIPTION

The Historic Preservation Commission plans to nominate four properties to the National Register of Historic Places.

All procedures and products shall comply with all requirements and guidelines detailed in the "Supplementary Manual for Completing State Register and National Register of Historic Places Form in Wisconsin" located on the Wisconsin Historical Society website (www.wisconsinhistory.org/hp/sup-manual/).

Please refer to the attached Milton Work Program.

PROJECT REQUIREMENTS

Please submit proposals, with a dated cover letter signed by the appropriate company official, by 4 p.m. on April 30, 2014 and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.

3. Background experience, and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Appropriate fees to complete the proposed scope of work.
6. Proposed timeline to complete the project.

Submit a copy of your proposal to:

City of Milton
Attn: Inga Cushman
430 E. High Street, Suite 3
Milton, WI 53563

MEMORANDUM OF AGREEMENT between THE WISCONSIN HISTORICAL SOCIETY by and through THE STATE HISTORIC PRESERVATION OFFICER and the **City of Milton for the completion of a National Register of Historic Places nomination project identified as Project No. 55-14-121191-05.**

THIS AGREEMENT between the Historic Preservation Division, Wisconsin Historical Society, by and through the State Historic Preservation Officer, hereinafter called the SOCIETY and the City of Milton hereinafter called the SUBGRANTEE, will undertake a historic preservation project to be assisted with a grant-in-aid 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, July 15, 2015**. 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, 2015** cannot be considered an allowable cost, except for completion of the final Reimbursement Request.

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, 2015, 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 2014; January 2015; and April 2015** 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, 2014.

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 will be paid prior to project completion. The SUBGRANTEE must submit a Reimbursement Request by September 15, 2015 for all expenses incurred through August 31, 2015.
 - 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, 2015 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 (October 1, 2013 through September 30, 2014), 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: _____
Jim Draeger, State Historic Preservation Officer

Date

By: _____
Jerry Schuetz, City Administrator

Date

MILTON WORK PROGRAM
Project No. 55-14-121191-05
MEMORANDUM OF AGREEMENT
Attachment A: Work Program (As of 3/25/14)

The Division of Historic Preservation-Public History (DHP-PH), Wisconsin Historical Society, and the City of Milton, hereinafter called the subgrantee, agree to the following work activities and project conditions for the completion of at least four National Register of Historic Places nominations and related activities in Milton, assisted with an historic preservation grant-in-aid.

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/hp/sup-manual/
2. Consultant Selection. The subgrantee, with the assistance of the DHP-PH, must hire a principal investigator within two months of the signing of this agreement. Recruitment and hiring must follow DHP-PH procedures and Department of Interior guidelines as explained in the "Subgrants Manual." The DHP-PH has final approval of the principal investigator selected. The principal investigator must be qualified according to the professional qualifications found at www.wisconsinhistory.org/hp/grants/qualifications.asp
3. 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 DHP-PH. The DHP-PH will have final approval of the scope and boundaries of the nomination prior to commencement of work. The completed nominations are due at the DHP-PH by July 15, 2015.

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

- a. The original, fully completed, typed National Register of Historic Places Inventory-Nomination Form (10-900). The form may be found on the Wisconsin Historical Society website at <http://www.wisconsinhistory.org/hp/forms/nr-form.doc>
- b. One summary statement for the nomination. The statement will be approximately 250 words, written for a popular audience (avoiding excessive jargon,) and suitable for web-page publication.

MILTON WORK PROGRAM
Project No. 55-14-121191-05
MEMORANDUM OF AGREEMENT
Attachment A: Work Program Page 2

- c. The full text of the nomination and of the summary statement on diskette or compact disk.
- d. Two 5" x 7" (or 8" x 10") prints of each photo submitted, labeled in pencil as specified by the National Register and the DHP-PH and a disk with the image files created using the standards set forth in the National Register Photo Policy Fact Sheet: http://www.nps.gov/history/nr/publications/guidance/Photo_Policy_final.doc In all cases, photos or prints must be high quality and sufficient to document the property, including views of interiors and of all outbuildings in the case of individual property nominations.
- 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 TIF format at a minimum resolution of 300 PPI. This should result in a file size of around 5MB. The individual image files must be labeled according to the DHP-PH labeling standard.
- 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 DHP-PH 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.

MILTON WORK PROGRAM
Project No. 55-14-121191-05
MEMORANDUM OF AGREEMENT
Attachment A: Work Program Page 3

- 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 AHI records go to www.wisconsinhistory.org/hp/survey-manual/ and click on "When do I need to prepare a new AHI record?" in the survey manual (p. 3). The information for the nomination resources will be entered into WHPD by the consultant. The consultant will also photograph the following two records and download them to a disk submitted to the DHP-PH: 226205 and 226219. 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 City of Milton project only. The consultant must contact the DHP-PH in order to set up this special one month access.
 - k. The subgrantee 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 subgrantee. Any costs associated with these corrections are part of this project budget.
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 "Subgrant Administration 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.