



AGENDA
City of Milton
Historic Preservation Commission
Wednesday, October 2, 2013
6:00 p.m.
SHAW MUNICIPAL CENTER
Council Chambers
430 E. High Street

1. Call to order
2. Approve Agenda
3. Approve Minutes – September 4, 2013
4. Discussion and possible action regarding nomination of sites to the National Register of Historic Places
5. Discussion and possible action regarding design and/or sale of City of Milton postcards
6. Discussion and possible action regarding 2013 Walking Tours
7. Discussion and possible action regarding the Historic Walking Tour booklets
8. Discussion and possible action on the adoption of the 2013-2015 Historic Preservation Commission Work Plan
9. Reports and Updates (The following items will not have any action taken.)
 - a) Milton Historical Society
10. General Items
11. Set Next Meeting Date – November 6, 2013
12. 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: Leanne Schroeder
09/27/13

City of Milton
Historic Preservation Commission
Wednesday, September 4, 2013

Call to order

Chairperson Vruwink called the meeting to order at 6:03 p.m.

Present: Chairperson Ald. Don Vruwink, Marlene Jewell, Dean Teuscher, Gail Nordlof, Eric Stockman, and Terry Williamson.

Also present: Milton Historical Society Executive Director Cori Olson, Historic Resources Consultant Carol Lohry Cartwright, and Assistant to the City Administrator Inga Cushman.

Unexcused absence: Ken Holland.

Approve Agenda

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

Approve Minutes – August 7, 2013

Comm. Nordlof moved to approve the minutes. Comm. Teuscher seconded the motion and carried.

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

The commission reviewed the votes that were cast at the meeting in August. The members who were not at the previous meeting voted for their top four.

The votes ended up as follows:

6 Votes:

Culver-Allen House – 2 E. Madison Avenue

S. C. Chambers House – 5 S. John Paul Road

W. H. Gray Farmstead – 313 E. High Street

3 Votes:

Masonic Temple – 508 Vernal Avenue

Ezra Goodrich House – 742 E. Madison Avenue

Discussion followed regarding whether to work with the property owners to nominate the Masonic Temple or the Ezra Goodrich House.

Comm. Williamson motioned to have the Historic Preservation Commission investigate the Ezra Goodrich House, Culver-Allen House, W. H. Gray Farmstead, and S. C. Chambers House for National Register of Historic Places designation. Comm. Nordlof seconded the motion and carried.

The commission then discussed potential alternates in case the property owners are not interested in pursuing the designation.

Comm. Teuscher motioned to make the Jones Block (Courier Building) and Masonic Temple alternates. Comm. Jewell seconded the motion and carried.

Discussion and possible action on applying for a Historic Preservation Fund Subgrant through the Wisconsin Historical Society

Assistant Cushman stated that the letter of intent for the next Historic Preservation Fund Subgrant cycle through the Wisconsin Historical Society is due on September 13, 2013. The commission has received this grant the last two cycles to cover the cost of the comprehensive study and the nominations that C. Cartwright is currently working to complete. She asked the commission for direction about whether they want to apply for the grant again and how much they want to apply for. Assistant Cushman suggested nominating some additional properties to the National Register of Historic Places.

C. Cartwright stated that she thought it would be approximately \$3,000 per individual property to complete the nominations.

Discussion followed about potential properties the commission may want to nominate during the next grant cycle.

Comm. Williamson motioned to direct staff to submit the letter of intent for the Historic Preservation Fund Subgrant to nominate four properties to the National Register of Historic Places for a total of \$12,000. Comm. Stockman seconded the motion and carried.

Discussion and possible action on reimbursement to the Milton Historical Society for architectural survey presentation refreshments

Assistant Cushman stated that this was discussed at a previous meeting to have refreshments at the presentation, but formal action on expenditures was not taken at that time. Assistant Cushman asked C. Olson to provide an invoice for her expenses associated with refreshments for the event for the Commission to approve for reimbursement.

Comm. Williamson motioned to reimburse the Milton Historical Society for \$27.90. Comm. Teuscher seconded the motion and carried.

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

C. Olson provided an update on activities at the Milton House that took place over the summer and what the plans are for the coming months. The Milton House had a Groupon this summer. As of September 1, 2013, the Milton House has had 7,000 paid visitors go through the museum. There will be another Groupon offered for the Twilight Tours and tours during the winter months. Twilight Tours will take place on September 21, 2013 from 7 p.m. to 10 p.m. The tours will last 30 minutes and end in the Tomah Room where there will be wine and food pairings. Heritage Day will not take place in October. C. Olson is working on doing an event with the Negro League Baseball Organization and an exhibit will be at the Milton House from this organization. The regular production of *A Christmas Carol* will take place in December.

General Items

C. Olson discussed the upcoming walking tours. When the schedule was initially made, the services at Seventh Day Baptist Church on Saturday mornings were not taken into account. There are a few potential tour guides that are unable to do Saturday morning tours due to the services. She suggested moving the remaining Saturday tours to Sunday afternoon, but a review

of the Packer schedule should be done first. She said she would work with Assistant Cushman on this.

Comm. Williamson stated that at the Tourism Development Committee meeting last week she suggested purchasing postcards to sell at local retailers. She said that customers that come into her store and the Red Rooster ask about local postcards to purchase. She stated that MACC Executive Director Burden received a quote from PrintMax for the printing of the postcards. Someone at the Tourism Development Committee meeting suggested working with the Historic Preservation Commission to feature some of the historic homes. The commission requested that this item be placed on the next agenda.

C. Cartwright asked if any commission members would be able to contact the property owners to let them know that she will need to contact them to set up site visits. She would also like to know a preferred method of communication. C. Olson said she will talk to the owners of the W. H. Gray Farmstead. Comm. Williamson will talk to C. Cartwright about setting up a time for the Ezra Goodrich House. Comm. Williamson will also talk to the owners of the S. C. Chambers House. Assistant Cushman said she will work on finding contact information for the owner of the Culver-Allen House.

Set Next Meeting Date

The next meeting of the Historic Preservation Commission will be held on Wednesday, October 2, 2013 at 6 p.m.

Motion to Adjourn

Comm. Jewell moved to adjourn the meeting at 6:48 p.m. Comm. Teuscher seconded the motion and carried.

Respectfully submitted

Inga Cushman
Assistant to the City Administrator



City of Milton

Historic Preservation Commission

2013 – 2015 Work Plan

Adopted: _____

Mission:

The City of Milton Historic Preservation Commission will strive to protect properties in the City through local designation, to educate residents and property owners about the value of historic preservation, and to serve as a resource for education and development of historic properties in Milton.

Goals:

Goal 1: Clarify Historic Preservation Commission to City and to the Commission.

- ~~• Objective 1a: Create a mission statement for the Historic Preservation Commission~~
- Objective 1b: Work with local media and utilize existing technology to provide education and information to the public about the Historic Preservation Commission.
- Objective 1c: Determine the process for locally designating historic properties and inform the public.
- Objective 1d: Coordinate historic preservation efforts with: land use, park, recreation and neighborhood planning, capital improvements programming; and economic development.

Goal 2: Develop the Historic Preservation Commission into a resource for helping citizens and businesses preserve privately owned historical structures and to bring awareness and educate the public about historic preservation.

- Objective 2a: Improve/formalize map of designated historic properties.
- Objective 2b: Connect with owners of designated historic properties to provide them with information about potential tax relief and other historic preservation resources.
 - Two-Year Priority/Strategy – Secure speakers regularly to discuss potential tax relief for historic preservation and other historic preservation related topics.
 - Two-Year Priority/Strategy – Prepare a brochure on tax credits and how to hire contractors for historic projects.
- Objective 2c: Utilize existing communication devices through the City and explore alternative methods to effectively educate the public about historic preservation in the City of Milton.
- Objective 2d: Develop a community desire to have a locally designated property.
- Objective 2e: Stay in contact with the Wisconsin Historical Society to be up-to-date on historic preservation initiatives at the State and Federal levels.
- Objective 2f: Regularly pursue new houses for designation after a community architectural survey is complete.
 - ~~Two-Year Priority/Strategy – Pursue a subgrant from the Wisconsin Historical Society in 2013 to designate four additional properties to the National Register of Historic Places. 2011 to complete a comprehensive architectural survey of the community.~~

- Two-Year Priority/Strategy - Pursue a subgrant from the Wisconsin Historical Society in 2014 to designate additional properties to the National Register of Historic Places.
- Objective 2g: Develop an annual award program to highlight the historic preservation efforts of community members.
- Objective 2h: Create educational resources for property owners of historic homes.
- Objective 2i: Foster an appreciation and understanding of architectural style, craftsmanship, building materials, and character of older properties.
- Objective 2j: Develop a relationship with local realtors to help educate potential home buyers about the historic value of properties that may be for sale.
 - Two-Year Priority/Strategy – Create historic preservation guides for realtors.
- Objective 2k: Continue to provide the *Historic Milton, Wisconsin Tour Guide* of historic properties in Milton to the public at a nominal charge with regular updates.
 - Two-Year Priority/Strategy – Update the booklet in 2012-2013 to include updated information based on the results of a comprehensive survey, maps of the two historic districts, and other enhancements.

Goal 3: Seek funding for historic preservation efforts.

- Objective 3a: Apply for grant funding through various sources.
- Objective 3b: Hold fundraising events for historic preservation initiatives.
- Objective 3c: Set up a table with literature at established community events.
- Objective 3d: Develop partnerships with other organizations to pursue projects.
- Objective 3e: Seek potential philanthropic donors for historic preservation efforts in the City of Milton.

Goal 4: Increase cultural heritage tourism to the City of Milton.

- Objective 4a: Work with committees to promote Milton to the region as a destination to explore the city's rich history that, in some cases, has national significance.

Goal 5: Develop a relationship with the School District of Milton to educate Milton's youth about the City's history.

- Objective 5a: Collaborate with teachers in the School District of Milton to develop lessons for teachers that can be incorporated easily into the established curriculum that will highlight the history of Milton.

Previous Accomplishments:

- ✓ CLG status obtained (1999)
- ✓ Regular updates of the *Historic Milton, Wisconsin Tour Guide*
- ✓ Preserve America designation obtained (2010)
- ✓ Awarded Historic Preservation Fund Subgrant in 2012 and 2013

Milton Historic Preservation Commission Members:

Don Vruwink, Chairperson	Ken Holland
Marlene Jewell	Gail Nordlof
Eric Stockman	Dean Teuscher
Terry Williamson	Cori Olson, Milton Historical Society Rep.