



AGENDA
City of Milton
Historic Preservation Commission
Wednesday, February 7, 2018
5:30 p.m.
MILTON CITY HALL
Conference Room
710 S. Janesville Street

1. Call To Order
2. Approve Agenda
3. Approval Of Minutes - January 3, 2018

Documents:

[HISTORIC PRESERVATION COMMISSION MINUTES 01-03-18.PDF](#)

4. Discussion And Possible Action On Scavenger Hunt
5. Discussion And Possible Action On 2018 Budget And Work Plan

Documents:

[2018 HISTORIC PRESERVATION COMMISSION BUDGET.PDF](#)
[WORK PLAN 2018.PDF](#)

6. Reports & Updates (The Following Items Will Not Have Any Action Taken)
 - 6.I. Milton Historical Society / Milton House Museum
7. General Items
8. 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, 710 S. Janesville 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, February 2, 2018

City of Milton
Historic Preservation Commission
January 3, 2018

Call to order

Chairperson Ald. Ryan Holbrook called the January 3, 2018 meeting of the Historic Preservation Commission to order at approximately 5:33 p.m.

Present: Chairperson Ald. Ryan Holbrook, Terry Williamson, Gail Nordlof, Dean Teuscher, Harvey Smith, Lisa Perkins, and Julie Marquardt.

Also Present: Kari Klebba and Administrative Services Director Inga Cushman.

Approve Agenda

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

Approve Minutes – October 23, 2017

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

Introduction of new Historic Preservation Commissioner – Lisa Perkins

The commission welcomed Lisa Perkins to the group.

Review Scavenger Hunt and 50 Years Together Event

Ald. Holbrook reported there were approximately 50 people in attendance at the 50 Years Together Event and 20 people participated in the Scavenger Hunt. The commission is interested in coordinating another scavenger hunt in May for Historic Preservation Month. This will be on the next agenda.

Discussion and possible action on 2017 Annual Report for the Historic Preservation Commission

Comm. Williamson motioned to approve the 2017 Annual Report for the Historic Preservation Commission. Comm. Teuscher seconded, and the motion carried.

Discussion and possible action on 2017-2018 Historic Preservation Commission Work Plan

The commission discussed updates and changes to the work plan. Director Cushman will make the changes, and present the work plan to the commission for approval at the February meeting.

Discussion and possible action on 2018 Historic Preservation Commission meeting schedule

The commission decided to meet February 7, March 7, and May 16 in 2018 all at 5:30 p.m. Additional meeting times will be scheduled in May.

Discussion and possible action on preliminary design for Story Gardens, outdoor space at the Milton Public Library

The commission reviewed the preliminary design. No action was taken.

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

a) **Milton Historical Society**

K. Klebba stated that the Milton House Museum will be hosting a fundraiser February 17, 2018 at Lucy's Hideaway. There will be a meat raffle at noon and an auction at 3 p.m. Attendance at the Milton House also increased by 33% in 2017.

General Items

Comm. Smith is continuing to work on developing a historic home group.

Ald. Holbrook reported that there are additional individuals who are interested in serving on the Historic Preservation Commission. Ald. Holbrook is exploring options to increase the size of the commission with Mayor Anissa Welch and staff.

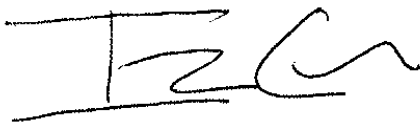
Next Meeting Date – February 7, 2018

The next meeting of the Historic Preservation Commission will take place on February 7, 2018 at 5:30 p.m.

Motion to Adjourn

Comm. Perkins motioned to adjourn the January 3, 2018 meeting of the Historic Preservation Commission at approximately 6:20 p.m. Comm. Nordlof seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'I. Cushman', written over a horizontal line.

Inga Cushman
Administrative Services Director



City of Milton

Historic Preservation Commission

2018 Budget

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.

BUDGET REQUEST

- 2017 Approved Budget - \$2,540
- 2018 Approved Budget - \$2,540

2017 BUDGET OVERVIEW

- 2017 Budget Amount - \$2,540
 - Ordered 500 Parkview Drive magnets and 500 Milton Junction magnets - \$368
 - Awarded two Historic Preservation Awards – \$111.90
 - Membership to WAHPC - \$40
 - Plaques for National Register of Historic Places properties - \$1,888
 - Remaining balance and additional donations used for 50 Years Together Event

2018 HISTORIC PRESERVATION PROJECTS

- **Promoting the History of Milton**
 - History of Milton Video(s) - \$1,000
 - Signs for Parkview Historic District and Milton Junction Historic District - \$1,000
- **Historic Preservation Education**
 - Scavenger Hunt - \$100
- **Historic Preservation Award**
 - Up to two Historic Preservation Awards - \$100
- **Wisconsin Association of Historic Preservation Commissions (WAHPC)**
 - Membership - \$40
- **Other Potential Projects - \$300**

Milton Historic Preservation Commission Members:

Ryan Holbrook, Chairperson
Gail Nordlof
Harvey Smith
Terry Williamson

Julie Marquardt
Lisa Perkins
Dean Teuscher
Kari Klebba, Milton Historical Society Rep.



City of Milton

Historic Preservation Commission

2018 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 1b: Work with local media and utilize existing technology to provide education and information to the public about the Historic Preservation Commission as needed.
- Objective 1c: Determine the process for locally designating historic properties and inform the public.
 - 2018 Task – Work with city staff to develop a form and supporting documentation for properties to be locally designated.
- Objective 1d: Coordinate historic preservation efforts with groups responsible for land use, parks, recreation, neighborhood planning, capital improvement programming, and economic development.
 - 2018 Task – Work with the Community Development Authority (CDA) on implementing historic preservation aspects of the Comprehensive Plan as needed.

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.
 - 2018 Task – Work with city staff to develop a map or series of maps that show properties and districts that are locally designated, are on the National Register of Historic Places, or are potentially eligible for the National Register of Historic Places.
- Objective 2b: Create educational resources and learning opportunities for property owners of historic properties.
- Objective 2c: Utilize existing communication methods through the City and explore alternative methods to effectively educate the public about historic preservation in the City of Milton.
 - 2018 Task – Develop a Scavenger Hunt for May 2018 during Historic Preservation Month and focus on recent preservation projects.
- Objective 2d: Stay in contact with the Wisconsin Historical Society to be up-to-date on historic preservation initiatives at the State and Federal levels.
 - 2018 Task – Invite a representative from the Wisconsin Historical Society to attend a Historic Preservation Commission meeting.
- Objective 2e: Continue an annual award program to highlight the historic preservation efforts of community members.
 - 2018 Task – Recognize up to two people, projects, or programs for a Historic Preservation Award to be presented at the Community Recognition Picnic on May 24, 2018.

- Objective 2f: Foster an appreciation and understanding of architectural style, craftsmanship, building materials, and character of older properties.
- Objective 2g: Develop relationships with local realtors that may sell historic properties and other professionals that are involved in historic preservation efforts in the community.
- Objective 2h: Continue to provide the *Historic Milton, Wisconsin Tour Guide* of historic properties in Milton to the public at a nominal charge with regular updates.
 - 2018 Task – Increase distribution of the 2016 Edition of the *Historic Milton, Wisconsin Tour Guide*.

Goal 3: Seek funding for historic preservation efforts.

- Objective 3a: Apply for grant funding through various sources as necessary.

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

- Objective 4a: Develop signage and promotional items to recognize and promote the City’s historic resources.
- Objective 4b: Provide information to residents and tourists about the City of Milton’s historic resources.
 - 2018 Task - Set up a table at established community events, including Arts & Crafts on the Lawn, Civil War Days, and the 4th of July, to provide information about historic resources and preservation efforts in Milton and to sell the *Historic Milton, Wisconsin Tour Guide*. This may be a joint effort with other committees/commissions.

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.
- Objective 5b: Encourage School District of Milton participation in Civil War Living History Days at the Milton House Museum, which showcases Milton history and Civil War history.

Previous Accomplishments:

- ✓ CLG status obtained (1999)
- ✓ Regular updates of the *Historic Milton, Wisconsin Tour Guide*
- ✓ Preserve America designation obtained (2011)
- ✓ Awarded Historic Preservation Fund Subgrant in 2012, 2013, and 2014.
- ✓ 2015 Historic Preservation Excellence Awards – Identification and Designation Honorable Mention Award from Wisconsin Association of Historic Preservation Commissions (WAHPC)

Milton Historic Preservation Commission Members:

Ryan Holbrook, Chairperson	Julie Marquardt
Gail Nordlof	Lisa Perkins
Harvey Smith	Dean Teuscher
Terry Williamson	Kari Klebba, Milton Historical Society Rep.