



**AGENDA**  
**City of Milton**  
**Historic Preservation Commission**  
**Wednesday, August 22, 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 - July 25, 2018

Documents:

[HISTORIC PRESERVATION COMMISSION MINUTES 07-25-18.PDF](#)

4. Discussion And Possible Action On "Introduction To History Of Milton" Video
5. Discussion And Possible Action On Signage For Historic Districts
6. Discussion And Possible Action On Possible 2019 Historic Preservation Commission Projects And Activities

Documents:

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

- 6.I. Discussion And Possible Action On Cemetery Tour For 2019
- 6.II. Discussion And Possible Action On Milton Women's History Tour In 2019
7. Reports & Updates (The Following Items Will Not Have Any Action Taken)
  - 7.I. Milton Historical Society / Milton House Museum
8. General Items
9. 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, August 17, 2018

**City of Milton**  
**Historic Preservation Commission**  
**July 25, 2018**

**Call to order**

Chairperson Ald. Ryan Holbrook called the July 25, 2018 meeting of the Historic Preservation Commission to order at approximately 5:35 p.m.

Present: Ald. Ryan Holbrook, Gail Nordlof, Devin Elliott, and Julie Marquardt.

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

**Approve Agenda**

Comm. Marquardt motioned to approve the agenda. Comm. Elliott seconded, and the motion carried.

**Approve Minutes – July 11, 2018**

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

**Discussion and possible action on “Introduction to History of Milton” Video**

The commission discussed the development of the three videos. E. Stelter will develop a script for the first video, Founded on Principles, based on the notes by K. Klebba on Milton’s history. If a narrator is needed, J. Marquardt offered to be the voice. K. Klebba is researching the rights to a song used in a previous video used at the Milton House for tours.

**Discussion and possible action on signage for historic districts**

The commission decided to move forward with the Merchant Row Historic District sign in 2018, and pursue the Parkview Historic District sign in 2019. Director Cushman will work on developing the graphics for the sign.

**Reports & Updates**

**a. Milton Historical Society / Milton House Museum**

K. Klebba provided an update on the artwork that is being added to the inside of the Milton House – a mosaic by local artist Connie Bier and a mural by local artist Larry Schultz.

**General Items**

There were no general items.

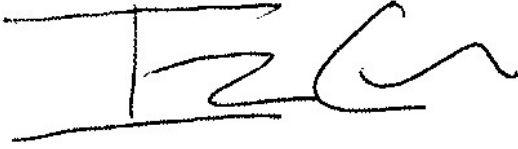
**Set Next Meeting Date**

The next meeting of the Historic Preservation Commission will take place on August 22, 2018 at 5:30 p.m. at City Hall.

**Motion to Adjourn**

Comm. Marquardt motioned to adjourn the July 25, 2018 meeting of the Historic Preservation Commission at approximately 6:42 p.m. Comm. Nordlof seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'I.C.', with a stylized flourish at the end.

Inga Cushman  
Administrative Services Director



# City of Milton

## Historic Preservation Commission

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### 2018 Work Plan

#### **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 4<sup>th</sup> 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.



# City of Milton

## Historic Preservation Commission

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### 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.