



**AGENDA**  
**City of Milton**  
**Historic Preservation Commission**  
**September 19, 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 - August 22, 2018

Documents:

[HISTORIC PRESERVATION COMMISSION MINUTES 08-22-18.PDF](#)

4. Discussion And Possible Action On Milton History Video Series
5. Discussion And Possible Action On Signage For Historic Districts
6. Discussion And Possible Action On Design And Purchasing Of Milton House Magnets

Documents:

[Q - 180906 - AMAG9SQ - CUSTOM ACRYLIC MAGNET - 9 SQUARE INCHES.PDF](#)

7. Discussion And Possible Action On 2019 Historic Preservation Commission Budget And Work Plan

Documents:

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

- 7.I. Discussion And Possible Action On 2019 Scavenger Hunt
- 7.II. Discussion And Possible Action On 2019 Cemetery Tour
- 7.III. Discussion And Possible Action On Milton Women's History Tour In 2019

Documents:

[TRANSPORTATION QUOTE FOR HISTORY TOUR.PDF](#)

8. Reports & Updates (The Following Items Will Not Have Any Action Taken)
  - 8.I. Milton Historical Society / Milton House Museum

9. General Items
10. Set Next Meeting Date
11. 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, September 14, 2018

**City of Milton**  
**Historic Preservation Commission**  
**August 22, 2018**

**Call to order**

Chairperson Ald. Ryan Holbrook called the August 22, 2018 meeting of the Historic Preservation Commission to order at approximately 5:38 p.m.

Present: Ald. Ryan Holbrook, Dean Teuscher, Lisa Perkins, Gail Nordlof, and Julie Marquardt.

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

**Approve Agenda**

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

**Approve Minutes – July 25, 2018**

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

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

The commission reviewed the script E. Stelter developed for the first video, “Founded on Principles.” Comm. Marquardt will record the narrator pieces. K. Klebba will work with E. Stelter on scheduling interview times.

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

Director Cushman stated she is going to reach out to potential graphic designers to assist with the project. The commission suggested contacting the school district as well to see if this could be a project for a graphic design class.

**Discussion and possible action on possible 2019 Historic Preservation Commission Projects and Activities**

- a. **Discussion and possible action on cemetery tour for 2019**
- b. **Discussion and possible action on Milton Women’s History Tour in 2019**

The commission discussed the cemetery tour and women’s history tour for 2019. Director Cushman will incorporate these two ideas into the budget and work plan for 2019.

**Reports & Updates**

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

K. Klebba provided an update on the exterior work that has been completed at the Milton House. There will be a ribbon cutting on September 11, 2018 at 5:30 p.m. Twilight Tours is taking place on September 15, 2018. She requested Milton House magnets be on the next agenda to discuss purchasing.

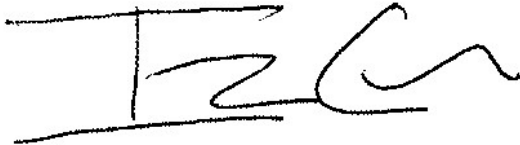
**General Items**

The next meeting of the Historic Preservation Commission will take place on September 19, 2018 at 5:30 p.m.

**Motion to Adjourn**

Comm. Teuscher motioned to adjourn the August 22, 2018 meeting of the Historic Preservation Commission at approximately 6:24 p.m. Comm. Perkins seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'IC' followed by a stylized flourish.

Inga Cushman  
Administrative Services Director

**Custom Acrylic Magnets (9 Square Inch)**

Item #:	AMAG9SQ	SPC: ILYTJ-BEAIL
Category:	Magnets	



Magnets are a fun and functional way to build brand awareness with new and loyal clients. Why not make one in your very own design? Our 9 sq. inch magnets feature 1/4" thick acrylic and can be cut into almost any shape. Each one is printed with our full color digital process and given a strong, .25 mil magnetic backing. Sizes shown are in square inches. All of our magnets are proudly made in the USA. Contact us about free spec samples! 1/4" Thick

Colors: Assorted  
Themes: Decoration, Gift, Kitchen, Trade Show

Quantity	100	250	500	1000	2500	5000
Price (\$)	4.64	4.26	4.10	3.94	3.80	3.64

Price Includes: Full color;1 side;1 location  
Extra Charges: Setup: 60.00

Imprint Area:  
Decor. Method: Full-color digital

Made In: US                      Environmentally Friendly: N/A                      Recyclable: No

Packaging: Foam wrap.  
Prod. Time: 7 - 10 working days                      Rush Service: 2 - 5 working days  
Ship Point: 98272



# 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.



Cushman  
City of Milton  
710 South Janesville Street  
Milton 53563

Thank you for your enquiry received today. We are pleased to be able to quote for your requirements as detailed below.

Quotation ID	2463/4138	Client Ref 1	
Date	8/23/2018	Client Ref 2	
First Pick-up	18 South Janesville Street, 18, Milton	Destination	Milton, WI
Pick-up Date	Sun 3/17/2019 Time 10:00	Arrival Date	Sun 3/17/2019 Time 10:15
Single Journey	No	Leave Date	Sun 3/17/2019 Time 14:45
Vehicle To Stay	Yes	Back Date	Sun 3/17/2019 Time 15:00
Passengers	30		

First Pick-up Instructions	Destination Instructions
18 South Janesville Street, 18, Milton, United States, 53563	18 South Janesville Street, 18, Milton, United States, 53563

Quantity	Seats	Vehicle Description
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<b>Mini-Coach</b> - Tick to accept <input type="checkbox"/>			
1	27	27-31px Mini Coach	\$525.00
<b>Trolley</b> - Tick to accept <input type="checkbox"/>			
1	35	Trolley	\$800.00
<b>Variation 1</b> - Tick to accept <input type="checkbox"/>			
1	38	Motor Coach	\$585.00

Please tick one of the boxes above to indicate your vehicle requirements.

Route	Further Requirements
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I am working with a committee on organizing a tour of Milton, WI that highlights women's history in the community. I anticipate we will start at one location and leave around 10 a.m., stop at 4-5 locations for a history discussion and somewhere for lunch, and return to the original location

# Quotation

Badger Coaches

Quotation ID	2463/4138	Client Ref 1	
Date	8/23/2018	Client Ref 2	

around 3 p.m.

## Vehicle Facilities

Wheel Chair Lift

This quotation has been given to you based on the times and destination given to us. Should you wish to vary any of the details then the price will alter accordingly. This quote is valid for 30 days.