

Historic Sites Preservation Council Minutes

Date: Wednesday, April 12, 2023

Time: 8:30 AM

Videoconference OR
Highway Committee Room
1425 Wisconsin Dr
Jefferson, WI 53549

1. Call to order

Untz called the meeting to order at 8:30 am

2. Roll call

Present: Callan, Martin, Untz

Remote: Gulig, Mode

Absent:

Others: Cynthia Arbiture

Staff: Truman

3. Certification of compliance with open meetings law

Truman certified compliance

4. Review of agenda

Agenda approved as written

5. Public comment (Members of the public who wish to address the Council must register their request at this time)

Arbiture – serve as the president of the Concord HS, elected as the president for the Wisconsin Council for Local History 430 members and willing to offer help, as needed.

6. Approval of minutes from the February 8, 2023 meeting

Gulig/Mode motion to approve the minutes from the 2/8/2023 meeting. Motion passes 5/0.

7. Communications

Mode – Merilee/tower, foster house applications.

8. Review Insurance Disclaimers as they relate to Historic Property Tours

Untz will send documentation for review with Corp. Counsel.

9. Discussion on Potential Student Interns

Gulig – few items for JD from Kokkonen, believe its time to find funding for the position.

Mode – what will the intern do for the Council?

Gulig – data input into the GIS, work on public facing component of the data. Academic year position, 2nd/3rd year student, 8-12 hrs per wk, reports to Parks Department.

Gulig will work to a draft position description.

10. Discussion and Possible Action on Potential Historic Property Applications & Target Date to

Launch Application Process

Untz – test run and set date for launch announcement

Arbiture – Jefferson County Quadrant study?

Mode – application process, will also include properties that may not be included in the quadrant

surveys.

Untz – application, score card, selection criteria

Mode – system test prior to release

11. Discussion on Historic Sites Application Form and Submittal/Nomination Process, including Application Score Card

Untz – what and why, and justification on qualifications of those who make the decision to accept.

Arbiture – credited by Wisconsin Historical Society to make decisions regarding

Mode – use the criteria/score card for evaluation and justification.

Untz – will create draft score card for review at the June meeting.

12. Discussion on Story Maps/GIS web Mapping

Kokkonen – has been working on qualifications of candidates for the intern position.

Draft story map was presented to the Council.

No action taken.

13. Next Scheduled Meetings per the 2022 Proposed Meeting Schedule:

- a. June 14, 2023
- b. August 9, 2023
- c. October 11, 2023
- d. December 13, 2023

14. Potential agenda items for Council's next meeting

Score Card

Internship Job Description

Membership

15. Adjourn

Callan/Martin motion to adjourn at 9:25 am. Motion passes 5/0.

Respectfully submitted,

Mary S. Truman

Advanced Program Assistant