

Historic Sites Preservation Council Minutes

Date: Wednesday, June 14, 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:
Absent: Gulig, Mode
Others:
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)**
None
6. **Approval of minutes from the April 12, 2023 meeting**
Callan/Martin motion to approve the minutes.
Motion passes 3/0.
7. **Communications**
No communications
8. **Review Insurance Disclaimers as they relate to Historic Property Tours**
Waiting Corp Counsel review and comment.
No action taken.
9. **Discussion on Potential Student Interns**
In process – working on hours and funding.
Untz – funding may be available through WILS
No action taken.
10. **Discussion and Possible Action on Potential Historic Property Applications & Target Date to Launch Application Process**
No action taken
11. **Discussion on Historic Sites Application Form and Submittal/Nomination Process, including**

Application Score Card

Council seeking “test” applicants for process review

Untz presented a draft card for scoring.

Council will review

- Qualified (owner, trustee, agent, manager, other (with owner permission)) property representative submits application
- Auto Reply
- County staff will send copy to Council for Review – 2-week minimum review
- Individual Review
- Group Scoring
- Determine if Further Review Necessary
- Applicant invited to the Council Meeting to Present Property
- Eligibility determined
- Yes
 - Applicant and staff work on property descriptions and photos for files/maps
 - Press Release/Social Media
 - Certificate Provided
- No
 - Formal letter mailed
contact information will be included
 - Further Review possible

12. Discussion on Story Maps/GIS web Mapping

Kokkonen – no new progress has been made, waiting on possible intern for data input.

No action taken.

13. Discussion on Upcoming Council Member Vacancies

Untz will work with Nass on possible replacements.

No action taken.

14. Next Scheduled Meetings per the 2023 Proposed Meeting Schedule:

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

15. Potential agenda items for Council’s next meeting

Vacancies – remove

Board Rules for Council

Member Terms/Appointments

16. Adjourn

Callan/Martin motion to adjourn at 9:28.

Motion passes 3/0.

Respectfully submitted,

Mary S. Truman

Advanced Program Assistant