

## **Historic Sites Preservation Council Minutes**

Date: Wednesday, August 9, 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 8:31 am

**2. Roll call**

Present: Callan, Martin, Untz

Remote: Gulig (9:01 am)

Absent: 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 August 9, 2023 meeting**

Callan/Martin motion to approve the minutes.

Motion passes 3/0

**7. Communications**

No communications

**8. Review Historic Sites Preservation Council Ordinance.**

Untz – language consistency with application process

Martin – reviewed board membership make-up

Martin – Historic Sites Budget – what does it cover?

Gulig – strike item E from the Ordinance, make recommendation to the Parks Committee. Will review the Ordinance prior to the next Council meeting

**9. Review Insurance Disclaimers as they relate to Historic Property Tours**

Truman will re-send to Corporation Counsel

No action taken

**10. Discussion on Potential Student Interns**

No discussion.

- 11. Discussion and Possible Action on Potential Historic Property Applications & Target Date to Launch Application Process**  
No new applicants
- 12. Discussion on Historic Sites Application Form and Submittal/Nomination Process, including Application Score Card**  
Criteria – replicate ordinance criteria, and also natural, environmental, and agricultural  
Untz will redraft the score card to reflect the ordinance criteria, for further review by the Council.
- 13. Discussion on Story Maps/GIS web Mapping**  
Kokkonen will work to prepare the property database, from the Quad Study, by August 31, 2023
- 14. Next Scheduled Meetings per the 2023 Proposed Meeting Schedule:**
  - a. October 11, 2023
  - b. December 13, 2023
- 15. Potential agenda items for Council's next meeting**  
Updated Ordinance  
Updated Score Card  
Update on Insurance Disclaimer  
Update on Intern  
Update on Press Release
- 16. Adjourn**  
Callan/Martin motion to adjourn at 9:33 am.  
Motion passes 4/0.

Respectfully submitted,

*Mary S. Truman*

Advanced Program Assistant