

Historic Sites Preservation Council Agenda

Date: Wednesday, October 11, 2023

Time: 8:30 AM

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82800249230?pwd=NEV1RkczcURvSmZjTXh3OFVvdEdwUT09>

Meeting ID: 828 0024 9230

Passcode: 987795

Dial by your location: 1 312 626 6799 US (Chicago)

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Review of agenda
5. Public comment (Members of the public who wish to address the Council must register their request at this time)
6. Approval of minutes from the August 9, 2023 meeting
7. Communications
8. Discussion on Story Maps/GIS web Mapping
9. Discussion and Possible Action on Potential Historic Property Applications & Target Date to Launch Application Process
10. Discussion on Historic Sites Application Form and Submittal/Nomination Process, including Application Score Card
11. Discussion and Possible Action on Press Release Announcing Acceptance of Historic Property Applications
12. Review Insurance Disclaimers as they relate to Historic Property Tours
13. Review Historic Sites Preservation Council Ordinance
14. Discussion on Potential Student Interns
15. Next Scheduled Meetings per the 2023 Proposed Meeting Schedule:
 - a. December 13, 2023
16. Potential agenda items for Council's next meeting
17. Adjourn

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Historic Sites Preservation Council Minutes

#6

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

Check with land info to see if the current intern could help us

Checking with Gulig to find Job Description Status, and funding sources

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

Historic Sites Registry Application Score Card

(1-5: 1 = significantly insufficient, 2=insufficient of expected criteria, 3= meets criteria minimum, 4=meets criteria fully, 5 = exceeds criteria)

Applicant Name:
Address of Property:
Name of Property/Site:
Date of Review:

Has the applicant supplied a complete application for review?

Is the subject site currently registered on a historic registry such as National or State Registry?

Is there substantial resources or evidence noted to support the claims of historic significance?

Does this property meet the criteria of being important for national, state, regional and local history by one of the following, more (1-5: 1 = significantly insufficient, 2=insufficient of expected criteria, 3= meets criteria minimum, 4=meets criteria fully, 5 = exceeds criteri)

Historic -(General, Natural, Enviromental,Industrial, commercial, transportation)

Archaeological (Prehistoric, Indigeionous, Early Settler, etc)

Architectural (distinguishing type, period, style method of construction, indeigenous materials or craftsmanship, honorable work of a Master Builder, designer or architect)

Cultural Significance (Agriculture, political, economic, social.)

Identified with historic people

Identified with historic events

Top Score =45

Minimum Score to be added to County Historic Sites Registry= 27

(A Property that fails to meet a minimum criteria score will not be added to registry unless more information can be provided to support the application)

Grand Total Score

DRAFT 8.9.2023

Jefferson County Historic Sites Preservation Council Announces New Historic Preservation Countywide Registry

Published on _____

Jefferson County has launched a countywide historic registry in efforts to recognize and preserve a wide range of local history and historic sites including but not limited to sites of cultural, social, natural and agricultural significance. The application period is now open.

On February 14, 2017, the Jefferson County Board of Supervisors dissolved the Historical Sites Preservation Commission and created the Historical Sites Preservation Council. Made up of five members; one member of the County Board, who is also a member of the Jefferson County Parks Committee and the remaining members are Jefferson County Board Supervisors or members of the public consisting of experts in historic preservation and Jefferson County history. The Council meets every other month throughout the year and **members** are appointed by the County Board Chair. Current members include: Robin Untz, Chairperson, Joan Callan, Anthony Gulig, Anita Martin, and Steve Mode.

“There are many organizations, businesses and individuals that are caretakers and maintain historic buildings and sites throughout Jefferson County which are valuable to preserve, document and share. “The Historic Preservation **Council’s** goal is to create a listing of these sites that are placed on an interactive “Story Map” a digital mapping system, which is available to the public to explore online and can be used as a tool for boosting history based tourism throughout the county” states Robin Untz, Council Chairperson.

The registry will provide information about each listing, **including** photos, and will indicate if the site can be visited by the public. The registry and story map provides a unique opportunity to collaborate with the historic property owners and invest in the future of preservation in Jefferson County including generating opportunities for communities to provide tours of historic neighborhoods, encourage strategic and comprehensive planning for historic **districts/areas** within municipalities as well as provides a network of information with **the** Jefferson County Historical **Societies**. The registry will be a tool to support projects that:

- Enhance the understanding of Jefferson County’s history and unique historic character
- ~~With~~ **Support** distinctive, quality, and meaningful cultural experiences in Jefferson County
- Foster community partnerships and advance the vision and values of the Jefferson County Historic Sites Preservation Council
- Preserve the historic built environment we enjoy and appreciate

SAMPLE QUOTE “We are excited about the opportunity to collaborate with the Jefferson County community and think creatively about how to share our history,” said Historic Sites Preservation Council- **NAME**

About the Program

Eligible sites must show historic significance for consideration. A determination by the Council that a structure, site or district is historic is for recognition purposes only and does not obligate the owner or occupant to maintain or preserve the structure, site or district in any particular manner or in any way limit or restrict the construction, demolition, reconstruction or exterior alteration of such structure, site or district.

(insert some of the requirements or criteria from scorecard)

How to Apply

The application period is open through the year. Applications will be evaluated by the council at the next meeting of the council. A separate application will be required for each site proposal.

Applicants must be at least one of the following:

- Any individual or entity that has a physical property address in Jefferson County;
- An institution, community group, and/or organization that serves Jefferson County and/or utilizes a historic property that can legally act as an agent for the proposed historic site;

The application process is digital but a pdf or paper application is available upon request.

Historic Sites Preservation Council will consider applications. A formal letter will be sent to applicants after the review within 90 days of submission.

For application assistance, (insert application link, contact info etc)

From: [Yelena Zarwell](#)
To: [Mary Truman](#)
Cc: [Kevin Wiesmann](#)
Subject: RE: Insurance coverage question.
Date: Monday, October 2, 2023 1:26:16 PM

Hi Mary and Kevin:

I do not see such a statement being a requirement. However, it is a good idea to include such a statement to address any potential questions from insurance companies in the future.

Let me know if there is anything I am missing in that question from our Historic Sites Preservation Council,

Yelena Zarwell
Assistant Corporation Counsel
311 S. Center Ave., Jefferson WI 53549
Phone (920) 674-7135
Fax (920) 674-7399

From: Mary Truman <maryt@jeffersoncountywi.gov>
Sent: Monday, October 2, 2023 11:04 AM
To: Yelena Zarwell <YelenaZ@jeffersoncountywi.gov>
Cc: Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Subject: RE: Insurance coverage question.

Good morning!

We have a Historic Sites meeting next Wednesday and I'm checking on this.
Have we made any progress?

Mary

From: Blair Ward <JBlairW@jeffersoncountywi.gov>
Sent: Monday, April 17, 2023 4:59 PM
To: Mary Truman <maryt@jeffersoncountywi.gov>
Cc: Jordan Lippert <jlippert@jeffersoncountywi.gov>; Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Subject: RE: Insurance coverage question.

Mary:

Yelena is working on this. If you need a response by a certain date, please follow up directly with Yelena.

Thank you.

J. Blair Ward
Corporation Counsel
Jefferson County
311 S. Center Ave., Room 110
Jefferson, WI 53549
(920) 674-7135 main
(920) 674-7399 facsimile

From: Mary Truman <maryt@jeffersoncountywi.gov>
Sent: Wednesday, April 12, 2023 10:50 AM
To: Blair Ward <JBlairW@jeffersoncountywi.gov>
Cc: Jordan Lippert <jlippert@jeffersoncountywi.gov>; Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Subject: FW: Insurance coverage question.

Good morning Blair.

Below are a few links from Robin (with the Historic Sites Preservation Council). The Council would like you to review and to guide them on if they should include a similar statement as it refers to insurability of a property that is listed historical by the county.

Mary

----- Forwarded message -----

From: **KIMBERLY A COOK** <kimberly.cook@wisconsinhistory.org>
Date: Wed, Dec 7, 2022, 3:23 PM
Subject: Re: Insurance coverage question.
To: Robin Untz <lakemillszaltanhistorical@gmail.com>

I have two things for you:

first is the disclaimer at the beginning of the

AHI: <https://www.wisconsinhistory.org/Records/Article/CS2834> Particularly the second sentence in the second paragraph. Its a common misunderstanding so we have it repeated in a bunch of different places but this one is in its fullest context.

the second is a letter for folks who are actually listed:

<https://www.wisconsinhistory.org/pdfs/hp/HPR-NR-Property-Insurance.pdf>

Thank you for helping them! We are loving our "new" home - and thankfully had no problem with our insurance company.

Kimberly Cook (she/her/hers)
State Historic Preservation Office
Wisconsin Historical Society
816 State Street, Madison, WI 53706

Kimberly.cook@wisconsinhistory.org

Wisconsin Historical Society
[Collecting, Preserving, and Sharing Stories Since 1846](#)

From: Robin Untz <lakemillsaztalanhistorical@gmail.com>
Sent: Wednesday, December 7, 2022 2:53 PM
To: KIMBERLY A COOK <kimberly.cook@wisconsinhistory.org>
Subject: Insurance coverage question.

I had a friend who is an insurance agent reach out to me for an issue she came across with a property she is looking for coverage on. In the attachment is a screenshot of an email she received back from one of the insurance companies she works with in regards to why they want cover this particular property which is an old school house. Looking at the listing on the WHS website There are no designations listed however simply because it is listed on the WHS website is the reason why this insurance company will not cover it.

Do you have any advice or insights on this type of response from insurance companies about older structures?

Thank you hope you are enjoying your new home.

Robin Untz,
Lake Mills Aztalan Historical Society

HISTORIC SITES PRESERVATION COUNCIL ORDINANCE

Section 1.

1.1 PURPOSE AND INTENT.

(1) It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character or special historical interest or value are in the public interest. The purpose of this section is to:

(a) Promote the protection, enhancement and perpetuation of such improvements and of districts which represent or reflect elements of the County's cultural, social, economic, political, engineering, anthropological, archaeological and architectural history ~~iesy and prehistory;~~

(b) Safeguard the County's historic, prehistoric, and cultural heritage, as embodied and reflected in such historic structures, sites and districts;

(c) Stabilize and ~~improve-protect~~ property values;

(d) Foster civic pride in the beauty and noble accomplishments of the past;

(e) Protect and enhance the County's attractions to residents, tourists and visitors, ~~and serve as a support and stimulus to business and industry;~~

(f) Strengthen the economy of the County; and

(g) Promote the use and understanding of historic ~~and prehistoric~~ structures, sites, and districts for the education, pleasure and general welfare of the people of the County.

1.2 DEFINITIONS.

(1) In this section, unless the context clearly requires otherwise:

(a) Council means the Historic Sites Preservation Council created under this section.

(b) Historic structure means any improvement which has a special character or special is of meaningful historic interest or value as part of the ~~development~~, heritage or cultural characteristics of the County, state or nation.

(c) Historic site means any ~~parcel of land location or region whose wherein or upon~~ historic significance is ~~due derived in part to a substantial value in tracing from the archeological, anthropological, colonial, national, territorial, state, or county~~ history ~~or prehistory of native American people~~, or upon which a historic event ~~has~~ occurred, and which has been designated as a historic site under this section, or ~~an improvement parcel, or part thereof, on which is situated a historic structure and any~~ abutting an

improvement parcel, or ~~part thereof~~, used as and constituting part of the premises on which the historic structure is situated.

(d) History is defined to include all geological, archeological, colonial, national, territorial, state, or county periods and or events. ~~prehistoric periods also.~~

1.3 MEMBERSHIP.

(1) The Historic Sites Preservation Council is hereby created consisting of 5 members. Such members shall be eligible for meeting fees, mileage and other expense reimbursement in the same manner as members of boards, commissions and other bodies of the County Board. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. Additional meetings may be held if authorized by the County Board Chairperson prior to the additional meetings being held.

(2) The Jefferson County Board Chairperson shall appoint members to the Council subject to confirmation by the Jefferson County Board of Supervisors. Members shall serve two-year terms except for the initial appointments which may be longer or shorter than two years at the discretion of the Board Chairperson. The Council shall conduct business as prescribed in the Jefferson County Board of Supervisors Rules of Order section 3.07 Rules of Committees, Boards, Commissions, and Other Bodies.

1.4 HISTORIC STRUCTURES AND SITES DESIGNATION CRITERIA.

(1) Upon request, Aa historic structure or historic site designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, geological, archaeological, architectural or cultural significance to the County of Jefferson or the region that became Jefferson County, ~~such as historic structures or sites~~ which:

(a) Exemplify or reflect the ~~broad-natural,~~ cultural, political, or economic or social history of the region, nation, state, ~~regional~~ or local community; or

(b) Are identified with historic personages or with important events in regional, national, territorial, state or local history; or

(c) Embody the distinguishing characteristics of any architectural type or specimen, inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship; or

(d) Are representative of the honorable work of a master builder, designer or architect whose individual genius influenced his/her age; or

(e) Have yielded, or may be likely to yield, information important to ~~prehistory or~~ Historical understanding; or

(f) Contains archeological sites.

1.5 DUTIES AND RESPONSIBILITIES.

(1) Designation. The Council shall:

(a) have the responsibility to recommend the designation of historic structures, historic sites and historic districts within Jefferson County to the Jefferson County Parks Committee. Once a recommendation is made by the Council, such recommendation shall be acted on by the Jefferson County Parks Committee for a determination on whether or not to forward to the Jefferson County Board of Supervisors for official County recognition. If a recommendation is forwarded to the Jefferson County Board of Supervisors, the Board shall make a determination on whether or not to recognize such structure, site and district as historic. A determination by the County Board that a structure, site or district is historic is for recognition purposes only and does not obligate the owner or occupant to maintain or preserve the structure, site or district in any particular manner or in any way limit or restrict the construction, demolition, reconstruction or exterior alteration of such structure, site or district;

(b) assist owners of historic structures and sites to include such designated properties as a historic structure or site in the National Register of Historic Places, National Parks Service and/or State Historical Society;

(c) work for the continuing education of the citizens about the historic heritage of Jefferson County and its historic structures and sites;

(d) identify structures and sites of historic importance to Jefferson County;

(e) recognize the owners of historic structures and sites who have excelled in preserving and maintaining those properties;

(f) cooperate with local historical societies in preserving and publicizing the history of Jefferson County;

(g) make recommendations to the County Board on ways that Jefferson County government can preserve, maintain and publicize the history of the County and its historic structures, sites and districts;

(h) provide a quarterly report to the Parks Committee.

SECTION 3: This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: There is a segregated fund as part of the County Board budget to pay per diems for Council members in the same manner as paid for members of boards, commissions and other bodies of the County Board. Six meetings per year attended by five members at each meeting receiving a \$55.00 _____ per diem will total \$1,650.00 _____ annually. Additional funds for supplies will

also be paid by the County. There is a segregated fund in the County Board budget totaling ~~\$2,756.73~~_____ to be used for historic sites preservation efforts and these expenses could be paid out of that fund.

Adopted by the Jefferson County Board of Supervisors this 14th day of February 2017.

~~s/Jim Schroeder~~_____

~~Jim Schroeder~~

Chair

ATTEST:

~~s/Barbara A. Frank~~_____

~~Barbara A. Frank~~, County Clerk

Published this ~~17th day of February 2017.~~