

Historic Sites Preservation Council Agenda

Date: Wednesday, December 13, 2023

Time: 8:30 AM

Videoconference OR
Jefferson County Courthouse
Room C1049
311 S. Center Avenue
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 October 11, 2023 meeting
7. Communications
8. Discussion on Jefferson County Potter's Field Study with University of Wisconsin-Whitewater
9. Discussion and Possible Action on Story Maps/GIS web Mapping
10. Discussion and Possible Action on Potential Historic Property Applications & Target Date to Launch Application Process.
11. Discussion and Possible Action on Historic Sites Application Form and Submittal/Nomination Process, including Application Score Card
12. Discussion and Possible Action on Press Release Announcing Acceptance of Historic Property Applications
13. Discussion and Possible Action on Insurance Disclaimers as they relate to Historic Property Tours
14. Discussion and Possible Action on Historic Sites Preservation Council Ordinance
15. Discussion and Possible Action on New Council Member
16. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule:
 - a. January 10, 2024
 - b. March 13, 2024
17. Potential agenda items for Council's next meeting
18. 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

Date: Wednesday, October 11, 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

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)

No public comment

6. Approval of minutes from the August 9, 2023 meeting

Martin - #10 remove JD status from minutes

Gulig/Callan approve with amendment. Motion passes 4/0.

7. Communications

Truman noted that per an email from Steve Mode, he will no longer be serving on the Council.

8. Discussion on Story Maps/GIS Web Mapping

Untz – Kokkonen was trying to access data from State Historical Society website. Kokkonen will work with Madison for access to the data.

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

Gulig – strike the term “pre-historic”, the terms indigenous and archeological conflict with each other, and stated that perhaps there are too many overlapping categories? Scoring matrix: 27-45?

Untz – stated they should replicate the language in the ordinance.

Martin – asked if the names of the reviewers should be included on the paperwork?

Truman – suggested attaching the minutes from the application review to score cards for recordkeeping.

Untz – change language to match ordinance. Redacted information (address) for privacy concerns?
No action taken.

11. Discussion and Possible Action on Press Release Announcing Acceptance of Historic Property Applications

Untz – Per Blair Ward, Corporation Council: Society's vs Society = Historical Society's in Jefferson County. Add: qualifying measures for Historical Consideration to the Press Release, add statement regarding maintaining privacy of the property owners.

Martin – Add: disclosure of the exact location dependent on application and nature of the site.

Gulig – Quote: the Jefferson County Historical Society is excited to... with Jefferson County's historical properties.

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

Untz – Corp Council noted disclaimer is not necessary, but can be included if the Council wishes to do so.

Martin – statement shall be included on application and on the website.

Untz – bring official statement for approval.

13. Review Historic Sites Preservation Council Ordinance

Gulig – is there a mechanism for removal of a property from the registry?

Gulig – submitted recommended changes to the Ordinance.

Untz – make edits for final review and bring back at the next meeting for formal approval to present the changes to the Parks Committee.

No action taken.

14. Discussion on Potential Student Interns

Luckey – budget presentation at last night's County Board. No new approved positions.

Untz – questioned if the Council finds funding (looking into WILS), might it be used to pay an intern.

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

- a. December 13, 2023

16. Potential agenda items for Council's next meeting

Add discussion and possible action to the items above for official approvals.

2024 Meeting Schedule?

2024 Budget?

17. Adjourn

Callan/Martin motion to adjourn. Motion passes 4/0.

Respectfully submitted,

Mary S. Truman

Advanced Program Assistant

Jefferson County Land Information



Areas

- Override 1
- Municipal Boundaries

Parcel Lines

- Property Boundary

Old Lot/Meander Lines

Rail Right of Ways

Road Right of Ways

Section Lines

Surface Water

Map Hooks

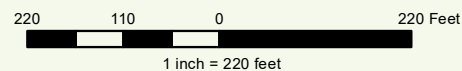
Right of Ways

Tax Parcel Information



Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.



Printed on: August 23, 2023

Author: Public User

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 (see minutes of meeting):

Has the applicant supplied a complete application for review?	<input type="text"/>
Is the subject site currently registered on a historic registry such as National or State Registry?	<input type="text"/>
Is there substantial resources or evidence noted to support the claims of historic significance?	<input type="text"/>

Does this property met 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)	<input type="text"/>
Archaeological (Indigeionous, Early Settler, etc)	<input type="text"/>
Architectural (distinguishing type, period, style method of construction, indigenous materials or craftsmanship, honorable work of a Master Builder, designer or architect)	<input type="text"/>
Cultural Significance (Agriculture, political, economic, social.)	<input type="text"/>
Identified with historic people:	<input type="text"/>
Identified with historic events:	<input type="text"/>

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

Signature of Council Chairperson upon review completion:

DRAFT 12.13.2023

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. Members include: Robin Untz, Chairperson, Joan Callan, Anthony Gulig, Anita Martin, and former members.

“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; disclosure of exact location is dependent on nature of the site. 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. The registry will provides opportunities for communities to develop tours of historic neighborhoods, encourage strategic and comprehensive planning for historic districts/areas within municipalities, as well as provide a network of information about historic tourism sites including the numerous historical societies throughout Jefferson County. The registry will be a tool to support projects that:

- Enhance the understanding of Jefferson County’s history and unique historic character
- 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

“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 Member- Anthony Gulig

About the Program

Eligible sites must show unique historic significance for consideration. For example during the review the council may consider whether or not the proposed historic site is important for local history due to it's ethnic, social, agricultural or natural history? Is the site associated with a person or event that is historically significant or is the site/structure architecturally or artistically distinctive? 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 restrict the use or changes made, although preservation will be encouraged, the determination is to capture the history so it can be shared, appreciated and its value recognized through education, tourism and overall enjoyment of our area.

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 visit jeffersoncountywi.gov and type in "How do I apply for historic registry?" to visit the Historic Informational page or by email at

[Welcome to Jefferson County \(jeffersoncountywi.gov\)](http://jeffersoncountywi.gov)

Here is what/how the National Historic Registry handles this: (Keep in mind we are honorary only not restrictive etc)

Eligible for NHL Designation

Withdrawal of National Historic Landmark Designation

The designation of a property as a National Historic Landmark means that the property is recognized as being of national significance and "possesses exceptional value or quality in illustrating and interpreting the heritage of the United States." This recognition does not, however, prevent changes being made to the property that can completely alter its character. When a designated property is altered so that it has lost its ability to convey its national significance, the withdrawal of its NHL designation must be considered. The National Historic Landmark designation of a property can be considered for withdrawal either at the request of the owner or on the initiative of the Secretary of the Interior. Often, efforts to withdraw Landmark status develop from NPS regional offices as part of the NPS mission to monitor the status of nationally significant historic places.

There are four criteria which justify the withdrawal of a National Historic Landmark designation:

1. The property has ceased to meet criteria for designation; the qualities for which it was originally designated have been lost or destroyed.
2. Additional information forthcoming after the designation demonstrates that the property does not possess sufficient significance to be a National Historic Landmark.
3. A professional error was made in the designation of the property.
4. There was prejudicial procedural error in the designation process.

Properties that were designated before December 13, 1980, can only be withdrawn because they have ceased to meet the criteria for designation. Loss of integrity (through alteration, addition, or demolition) is the most common reason for the withdrawal of Landmark designation. Although the NHL designation may be withdrawn, a property can remain listed in the National Register of Historic Places if it still meets the separate criteria for that listing.

I suggest the following or a version of the following to be added to the ordinance:

Withdrawal from the Jefferson County Historic Sites Registry may be requested by property owners of the listed property but must meet and provide evidence of the following criteria for consideration:

1. Additional information forthcoming after the designation demonstrates that the property does not possess sufficient significance to be a Jefferson County Historic Site.
2. An error was made in the designation of the property based on inaccurate information which has been since disproven.

Being that the Jefferson County Historic Sites Registry is honorary in nature, properties which have ceased to meet the original criteria for designation; the qualities for which it was originally designate have been lost or destroyed does not cause the removal of the property from the registry. The historical record of the property will remain for educational and reference purposes.

A request to redact private addresses and site location may be made by property owners if the status of the property has changed from accessible to the public to non-accessible.

INTENT: Not to lose the documented historic information about the site even if a new property owners preference is to not have it listed, yet respecting privacy by removing specific location information upon requests and indicating it is not open to the public. I doubt this will be a huge issue but definitely something we need to address within the ordinance just in case, but keep it simple.

No matter how a property owner feels, if there is historic significance, that doesn't change if the building is removed etc. For example, the location of historic battlefields of the civil war still exists, even if the landscape has changed and has been developed. We know of the history of these locations through documentation of their history which is the purpose of registries.

From: [Kevin Wiesmann](#)
To: [Mary Truman](#)
Subject: FW: Steve Mode Resignation from Historic Sites
Date: Friday, December 1, 2023 8:46:07 AM

Steves response below.

Kevin Wiesmann
Director Jefferson County Parks
311 South Center Ave. Jefferson, WI 53549
Office# 920-674-7261
Cell# 920-723-7481
www.jeffersoncountywi.gov/parks

From: Steve Nass <steven@jeffersoncountywi.gov>
Sent: Monday, November 27, 2023 3:03 PM
To: Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Subject: Re: Steve Mode Resignation from Historic Sites

I WAS AWARE OF THIS AND HAVE BEEN SEARCHING, ANY SUGGESTIONS WOULD BE HELPFUL!
STEVE

On Nov 27, 2023, at 11:34 AM, Kevin Wiesmann <KevinW@jeffersoncountywi.gov> wrote:

Good morning, I am forwarding an e-mail from Steve Mode from this past fall regarding his resignation from the Historic Sites Committee. He has not drafted a formal letter, but I hope this will serve as notice of his intent. I know he is helping one of his daughters with a pretty serious health issue in Washington State at this time and likely does not have time to draft a formal letter.

Some of the committee members are interested in seeing this position filled and have been asking about progress. Let us know if there is anything else you would like from us to move this forward. Happy Monday all.

Kevin Wiesmann
Director Jefferson County Parks
311 South Center Ave. Jefferson, WI 53549
Office# 920-674-7261
Cell# 920-723-7481
www.jeffersoncountywi.gov/parks

From: [Marc DeVries](#)
To: [Mary Truman](#); [Kevin Wiesmann](#)
Subject: RE: Historic Sites
Date: Tuesday, December 5, 2023 8:47:22 AM

It carries over.

From: Mary Truman <maryt@jeffersoncountywi.gov>
Sent: Tuesday, December 5, 2023 8:12 AM
To: Marc DeVries <MarcD@jeffersoncountywi.gov>; Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Subject: RE: Historic Sites

Will it carry-over to 2024, or will it reset?

From: Marc DeVries <MarcD@jeffersoncountywi.gov>
Sent: Monday, December 4, 2023 4:31 PM
To: Mary Truman <maryt@jeffersoncountywi.gov>; Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Subject: RE: Historic Sites

2023 balance is 5,536.70.

From: Mary Truman <maryt@jeffersoncountywi.gov>
Sent: Monday, December 4, 2023 2:10 PM
To: Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Cc: Marc DeVries <MarcD@jeffersoncountywi.gov>
Subject: RE: Historic Sites

Please see the Fiscal Note after Section 3.
Are you able to help me find their 2023 balance?

From: Mary Truman
Sent: Friday, December 1, 2023 9:02 AM
To: Kevin Wiesmann <KevinW@jeffersoncountywi.gov>
Cc: Marc DeVries <MarcD@jeffersoncountywi.gov>
Subject: Historic Sites

The Historic Sites Council meets next week and has an agenda item to review their 2024 Budget.
If my memory serves me correctly, they have a \$2,000/year fund?
I'm looking at MUNIS (11603), and do not see any funds in 2024.
Maybe I'm looking in the wrong place or my memory is incorrect?

Thank you,

Mary