

  
CITY OF **M**ILTON  
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**AGENDA**  
**City of Milton**  
**Historic Preservation Commission**  
**Wednesday, January 11, 2017**  
**5:30 p.m.**  
**MILTON CITY HALL**  
**Conference Room**  
**710 S. Janesville Street**

1. Call to order
2. Approve Agenda
3. Approve Minutes – October 5, 2016
4. Discussion and possible action on design, pricing, and ordering of City of Milton magnets
5. Discussion and possible action on distribution of the Historic Milton, WI Walking Tour Booklet, 2016 Edition
6. Discussion and possible action on signs for the new properties listed on the National Register of Historic Places
7. Discussion and possible action on Historic Preservation Commission 2017 Goals and the 2017-2018 Work Plan
8. Reports and Updates (The following items will not have any action taken.)
  - a) Milton Historical Society
9. General Items
10. Set Next Meeting Date – February, March, April
11. Motion to Adjourn

\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Elena Hilby  
01/06/17

**City of Milton  
Historic Preservation Commission  
October 5, 2016**

**Call to order**

Assistant to the City Administrator Inga Cushman called the October 5, 2016 meeting of the Historic Preservation Commission to order at approximately 5:38 p.m.

Present: Terry Williamson, Gail Nordlof, Marlene Jewell, and Eric Stockman.

Also Present: Ald. Lynda Clark and Assistant to the City Administrator Inga Cushman.

Excused Absence: Ryan Holbrook.

**Approve Agenda**

Comm. Jewell motioned to approve the agenda. Comm. Nordlof seconded, and the motion carried.

**Approve Minutes – August 3, 2016**

Comm. Nordlof motioned to approve the minutes. Comm. Jewell seconded, and the motion carried.

**Discussion and possible action on design, pricing, and ordering of City of Milton magnets**

Assistant Cushman provided two stock size samples for the Parkview Drive and Milton Junction magnets that will reduce the cost of the magnets. K. Klebba stated that the Milton Historical Society recently received many new photos, and she will look through them to see if there are any others that might work better for the Milton Junction magnet.

**Discussion and possible action on the Historic Milton, WI Walking Tour Booklet, 2016 Edition**

The commission discussed whether to order additional booklets in 2017. The stock is still high, so the commission did not see a need to purchase additional books in 2017.

**Discussion and possible action on distribution of plaques for properties listed on the National Register of Historic Places**

Assistant Cushman stated that the four individual properties that were recently nominated to the National Register of Historic Places are officially listed. The commission stated they would like to purchase plaques for these homes in 2017. Assistant Cushman will work on wording for the plaques for the commission and property owners to review.

**Discussion and possible action on ideas to improve the National Historic Preservation Program**

The commission discussed the information presented in the packet. The commission is interested in a national real estate network for historic properties that would help connect people who are interested in historic properties with the owners who are interested in selling.

**Discussion and possible action on the 2017 Historic Preservation Budget**

Comm. Jewell motioned to approve the 2017 Historic Preservation Budget as follows:

- 500 Milton Junction magnets - \$160
- 500 Parkview Drive magnets - \$160
- National Register of Historic Places plaques - \$2,000
- Wisconsin Association of Historic Preservation Commissions (WAHPC) membership - \$40
- Up to two Historic Preservation Awards - \$80

Comm. Williamson seconded, and the motion carried.

**Reports & Updates (The following items will not have any action taken.)**

a) **Milton Historical Society**

K. Klebba provided an update to the commission on the walking tours that took place on September 17, 2016 and Twilight Tours that were also on September 17, 2016.

**General Items**

There were no general items.

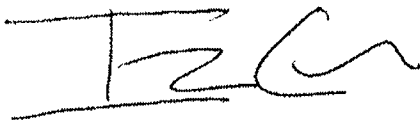
**Set Next Meeting Date**

The next meeting of the Historic Preservation Commission will take place on November 2, 2016 at 5:30 p.m.

**Motion to Adjourn**

Comm. Williamson motioned to adjourn the October 5, 2016 meeting of the Historic Preservation Commission at approximately 6:10 p.m. Comm. Jewell seconded, and the motion carried.

Respectfully Submitted,



Inga Cushman  
Assistant to the City Administrator



# City of Milton

## Historic Preservation Commission

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### 2017 Budget & Work Plan

#### **MISSION:**

The City of Milton Historic Preservation Commission will strive to protect properties in the City through local designation, to educate residents and property owners about the value of historic preservation, and to serve as a resource for education and development of historic properties in Milton.

#### **BUDGET REQUEST**

- 2017 Budget Request - \$2,540
- 2016 Approved Budget - \$4,040 (approximately \$1,500 carryover from 2015)

#### **2016 BUDGET OVERVIEW**

- 2016 Budget Amount - \$4,040
  - Ordered 500 “Historic Milton, WI Walking Tour Booklets” (selling for \$5 each) - \$1,495
  - Ordered 100 Milton House Magnets (selling for \$8 each) - \$532
  - Awarded two Historic Preservation Awards - \$72.70
  - Membership to WAHPC - \$40
  - Plaques for National Register of Historic Places properties (includes graphic design work to clean up Historic Preservation Commission logo) - \$1,923

#### **2017 HISTORIC PRESERVATION PROJECTS**

- **Promoting the History of Milton**
  - Order 500 Milton Junction Magnets - \$160 (approximately \$0.32 each)
  - Order 500 Parkview Drive Magnets - \$160 (approximately \$0.32 each)
- **Historic Preservation Award**
  - Up to Two Historic Preservation Awards - \$80
- **National Register of Historic Places**
  - Plaques - \$2,000
- **Wisconsin Association of Historic Preservation Commissions (WAHPC)**
  - Membership - \$40

#### **Milton Historic Preservation Commission Members:**

Ryan Holbrook, Chairperson  
Gail Nordlof  
Dean Teuscher  
Terry Williamson

Marlene Jewell  
Eric Stockman  
Don Vruwink  
Kari Klebba, Milton Historical Society Rep.



# City of Milton

## Historic Preservation Commission

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### 2017-2018 Work Plan

Adopted: \_\_\_\_\_

#### **Mission:**

The City of Milton Historic Preservation Commission will strive to protect properties in the City through local designation, to educate residents and property owners about the value of historic preservation, and to serve as a resource for education and development of historic properties in Milton.

#### **Goals:**

##### **Goal 1: Clarify Historic Preservation Commission to City and to the Commission.**

- Objective 1b: Work with local media and utilize existing technology to provide education and information to the public about the Historic Preservation Commission.
- Objective 1c: Determine the process for locally designating historic properties and inform the public.
- Objective 1d: Coordinate historic preservation efforts with: land use, park, recreation and neighborhood planning, capital improvements programming, and economic development.

##### **Goal 2: Develop the Historic Preservation Commission into a resource for helping citizens and businesses preserve privately owned historical structures and to bring awareness and educate the public about historic preservation.**

- Objective 2a: Improve/formalize map of designated historic properties.
- Objective 2b: Create educational resources and learning opportunities for property owners of historic homes.
  - Two-Year Priority/Strategy – Connect with owners of designated historic properties to provide them with information about potential tax relief and other historic preservation resources.
  - Two-Year Priority/Strategy – Secure speakers regularly to discuss potential tax relief for historic preservation and other historic preservation related topics.
  - Two-Year Priority/Strategy – Prepare a brochure on tax credits, how to hire contractors for historic projects, and other historic preservation related topics.
- Objective 2c: Utilize existing communication devices through the City and explore alternative methods to effectively educate the public about historic preservation in the City of Milton.
- Objective 2d: Develop a community desire to have a locally designated property.
- Objective 2e: Stay in contact with the Wisconsin Historical Society to be up-to-date on historic preservation initiatives at the State and Federal levels.
- Objective 2f: Regularly pursue new houses for designation after a community architectural survey is complete.
  - Two-Year Priority/Strategy – Continue discussions with property owners of houses that are potentially eligible for the National Register of Historic Places about nominating their property and potentially apply for a grant through the Wisconsin Historical Society.
  - Two-Year Priority/Strategy – Hold designation ceremonies to celebrate the properties that were nominated.
  - Two-Year Priority/Strategy – Purchase signs for property owners to install that indicate their property is on the National Register of Historic Places.

- Two-Year Priority/Strategy – End Historic Walking Tours at designated properties when feasible.
- Objective 2g: Continue an annual award program to highlight the historic preservation efforts of community members.
- Objective 2h: Foster an appreciation and understanding of architectural style, craftsmanship, building materials, and character of older properties.
- Objective 2i: Develop a relationship with local realtors to help educate potential home buyers about the historic value of properties that may be for sale.
  - Two-Year Priority/Strategy – Create historic preservation guides for realtors.
  - Two-Year Priority/Strategy – Coordinate a training opportunity for realtors to learn how to market historic properties and other information about historic properties.
- Objective 2j: Continue to provide the *Historic Milton, Wisconsin Tour Guide* of historic properties in Milton to the public at a nominal charge with regular updates.
  - Two-Year Priority/Strategy – Update the booklet in 2015 to include updated photos and information based on the results of a comprehensive survey, maps of the two historic districts, and other enhancements.

**Goal 3: Seek funding for historic preservation efforts.**

- Objective 3a: Apply for grant funding through various sources.
- Objective 3b: Hold fundraising events for historic preservation initiatives.
- Objective 3c: Set up a table with literature at established community events.
- Objective 3d: Develop partnerships with other organizations to pursue projects.
- Objective 3e: Seek potential philanthropic donors for historic preservation efforts in the City of Milton.

**Goal 4: Increase cultural heritage tourism to the City of Milton.**

- Objective 4a: Work with committees to promote Milton to the region as a destination to explore the city’s rich history that, in some cases, has national significance.

**Goal 5: Develop a relationship with the School District of Milton to educate Milton’s youth about the City’s history.**

- Objective 5a: Collaborate with teachers in the School District of Milton to develop lessons for teachers that can be incorporated easily into the established curriculum that will highlight the history of Milton.
  - Two-Year Priority/Strategy – Encourage School District of Milton participation in Civil War Living History Days at the Milton House Museum, which showcases Milton history and Civil War history.

**Previous Accomplishments:**

- ✓ CLG status obtained (1999)
- ✓ Regular updates of the *Historic Milton, Wisconsin Tour Guide*
- ✓ Preserve America designation obtained (2011)
- ✓ Awarded Historic Preservation Fund Subgrant in 2012, 2013, and 2014.

**Milton Historic Preservation Commission Members:**

Ryan Holbrook, Chairperson	Marlene Jewell
Gail Nordlof	Eric Stockman
Dean Teuscher	Don Vruwink
Terry Williamson	Kari Klebba, Milton Historical Society Rep.