



AGENDA

City of Milton

Historic Preservation Commission

Wednesday, May 3, 2023

5:30 p.m.

MILTON CITY HALL

Conference Room

710 S. Janesville Street

1. Call To Order
2. Approve Agenda
3. Approval Of Minutes - February 1, 2023

Documents:

[HISTORIC PRESERVATION COMMISSION MINUTES 2-1-2023.PDF](#)

4. **2023 Work Plan**

Documents:

[WORK PLAN 2023.PDF](#)

- a. *Discussion And Possible Action On Gravestone Preservation Workshop*
- b. *Discussion And Possible Action On Ordinance #2023-512 - An Ordinance Amending Section 34-41 Historic Preservation Commission*

Documents:

[ORDINANCE 512 - AMEND HISTORIC PRESERVATION COMMISSION ORDINANCE.PDF](#)

- c. *Discussion And Possible Action On Nomination Of Individuals Or Organizations For An Historic Preservation Award*
- d. *Discussion And Possible Action On Interpretive Sign Designs*
5. Reports & Updates (The Following Items Will Not Have Any Action Taken)
 - a. *Milton Historical Society / Milton House Museum*
6. General Items
7. Set Next Meeting Date
8. 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: Jenny Salvo, April 28, 2023, at Hometown Ace Hardware, Piggly Wiggly, Milton City Hall

City of Milton
Historic Preservation Commission
February 1, 2023

Call To Order

Chairperson Ald. Ryan Holbrook called the February 1, 2023 meeting of the Historic Preservation Commission to order at 5:31 p.m.

Present: Chairperson Ald. Ryan Holbrook, Harvey Smith, Lisa Perkins, Terry Williamson, Julie Marquardt, and Gail Nordlof.

Also Present: Administrative Services Director Inga Cushman.

Approve Agenda

Comm. Perkins motioned to approve the agenda. Comm. Williamson seconded, and the motion carried unanimously.

Approval Of Minutes - December 7, 2022

Comm. Smith motioned to approve the minutes. Comm. Marquardt seconded, and the motion carried unanimously.

Discussion And Possible Action On 2023 Work Plan

Comm. Marquardt motioned to approve the 2023 Work Plan with the suggested changes. Comm. Perkins seconded, and the motion carried unanimously.

Discussion And Possible Action On Interpretive Sign Designs

The commission reviewed the interpretive sign designs and provided feedback.

Reports & Updates (The Following Items Will Not Have Any Action Taken)

a. Milton Historical Society / Milton House Museum

Chairperson Ald. Holbrook stated the Milton House Museum expects 1,000 students to attend the school day for Civil War Living History Days on May 19. A majority of the students attending will be from homeschool families. He is looking for additional volunteers to assist with stations at school day.

Comm. Williamson stated State Representative Sheila Stubbs toured the Milton House on February 1 and met with community members after. Channel 3 was there along with the reporter for the Milton Courier and Janesville Gazette.

Comm. Williamson stated on May 7 the Milton House Museum is hosting a tea party in the dining room at the Milton House Museum. Attendance will be limited due to space.

General Items

There were no general items.

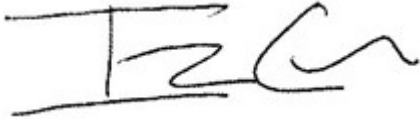
Set Next Meeting Date

The Historic Preservation Commission will meet on March 8, 2023 at 5:30 p.m. and April 12, 2023 at 5:30 p.m.

Motion To Adjourn

Comm. Smith motioned to adjourn the February 1, 2023 meeting of the Historic Preservation Commission at 6:19 p.m. Comm. Marquardt seconded, and the motion carried unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'I.C.', with a stylized flourish extending to the right.

Inga Cushman
Administrative Services Director



City of Milton

Historic Preservation Commission

2023 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.

2023 PLANNED PROJECTS AND ACTIVITIES

- Explore addition of high school representative on the Historic Preservation Commission.
- Complete cemetery gravestone cleaning days with the community:
 - May 27, 1 p.m. to 3 p.m. in observance of Historic Preservation Month
 - September 13 (tentative) with United Way Blackhawk Region's Day of Caring in the afternoon.
- Develop an interpretive signage plan for the City of Milton with the Parks & Recreation Commission. Work with Scatter Creative on designing the signs, and seek out grant opportunities for sign production.
- Work with Roam Around Tours LLC to offer historic walking tours in 2023.
- Pursue oral history project focused on a topic to be determined.
- Recognize up to two people, projects, or programs for a Historic Preservation Award to be presented at the Community Recognition Picnic (date TBD).
- Develop a program or series of programs in November in recognition of Native American Heritage Month and explore a collaboration with the School District of Milton and/or Milton Public Library.
- Create "Then & Now" video showcasing historic preservation projects and other changes that have happened throughout the community.
- Assist the Library Board, library staff, and Parks & Recreation Commission on selecting books and historic information to possibly include in the design for Story Gardens.
- Work with the Community Development Authority (CDA) on implementing historic preservation aspects of the Comprehensive Plan as needed.

2023 BUDGET ESTIMATES:

Revenue

2022 Budget Carryover	\$ 520.65
2023 Budget Amount	<u>\$ 2,500.00</u>
Total	\$ 3,020.65

Expenses

Interpretive Sign Design	\$ 1,426.00
Community Recognition Picnic Awards	<u>\$ 150.00</u>
	\$ 1,576.00

Unallocated Funds \$ 1,444.65

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.
- ✓ 2015 Historic Preservation Excellence Awards – Identification and Designation Honorable Mention Award from Wisconsin Association of Historic Preservation Commissions (WAHPC)
- ✓ Created three short videos focusing on the founding of Milton.

Milton Historic Preservation Commission Members:

Ald. Ryan Holbrook, Chairperson	Leah Kinmonth
Julie Marquardt	Kris McDaniel
Gail Nordlof	Lisa Perkins
Harvey Smith	Terry Williamson
<i>Vacant</i>	Keighton Klos, Milton Historical Society

ORDINANCE # 2022-____
AN ORDINANCE AMENDING
SECTION 34-41 (HISTORIC PRESERVATION COMMISSION)

WHEREAS, the Historic Preservation Commission made a recommendation to the common council at their April 12, 2023 meeting to add a Milton High School student representative; and

WHEREAS, the common council has determined to adopt these recommendations of the Historic Preservation Commission, which recommendations require amendment of the ordinances establishing said Historic Preservation Commission;

NOW, THEREFORE, the Common Council of the City of Milton do ordain as follows:

Section II. Section 34-41 of the Code of Ordinances of the City of Milton, pertaining to the historic preservation commission, is hereby amended to read as follows:

Section 34-41. – Historic preservation commission.

- (a) *Creation; composition; appointments; terms.* A historic preservation commission is hereby created. This commission will consist of nine members, all of whom shall have a demonstrated interest in or experience with historic preservation. One member shall have professional training or practical expertise in history, preferably in the field of historic preservation and shall be chosen in consultation with the Milton Historical Society. One member shall be an alderperson currently serving on the common council. To the extent practicable, at least two members shall have professional training or practical expertise in real estate, law, urban planning, or architecture. The remaining members shall be citizens at large. The mayor shall appoint the chairperson of this commission. In the event the mayor fails to appoint the chairperson, the alderperson member shall serve as chairperson of this commission. In addition, there shall be one Milton High School student representative member whose votes are advisory only.
- (b) Members shall be residents of the city as described herein, except for those members whose professional training or practical expertise shall warrant exception to this requirement. Exceptions to residency requirement shall be limited to two members and the Milton High School student representative who must be residents of the Milton School District.
- (c) The mayor shall appoint the commissioners and Milton High School student representative subject to confirmation by the common council. Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, the term for each member shall be three years, except that the alderperson Milton High School student representative appointment shall be made on an annual basis.

Approved by the Common Council of the City of Milton this ____ day of December, 2022.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Jenny Salvo, Clerk

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Date Passed: _____

Date Published: _____

Effect of Ordinance: Changes the membership of the Historic Preservation Commission.