

# **AGENDA**

**Whitewater Landmarks Commission  
Thursday, January 7, 2016 – 6:00 PM  
Cravath Lake Front Pavilion  
241 S. Fremont Street, Whitewater, WI 53190**

**Please note: The January meeting of the Landmarks Commission which is open to the public will focus solely on strategic planning for 2016-2020. The Commission will return to a regular agenda at its February meeting.**

## **Call to Order**

- Call to Order and roll call
- Approval of Agenda
- Approval of Minutes – December 3, 2015
- Set date and time of next meeting – Thursday, February 4, 2016 - 6:00 PM
- Hear Citizen Comments: No formal Landmarks Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Commission discusses that particular item

## **Unfinished Business**

- Continue discussion and creation of a list of prioritized strategic tasks on which the Commission will focus on between 2016-2020
  1. Briefly review Commission responsibilities as outlined within the Landmark Ordinance
  2. Brainstorm tasks within these four strategic categories
    - a. Administrative
    - b. Landmarks
      1. Existing Landmarks
        - a. Privately owned
        - b. City owned
      2. Properties to pursue for Landmark status
        - a. Privately owned
        - b. City owned
      3. Education/Outreach
      4. Promotion/Outreach
  3. Prioritize tasks in each of the four categories for 2016-2020
- Discuss how tasks will be accomplished to include expectations/availability of all commissioners

## **Adjournment**



**Landmarks Commission  
Minutes  
December 3, 2015**

**Call to Order**

- Call to Order and roll call: Chairperson Blackmer called the meeting to order at 6:14 PM.:  
Present: Patricia Blackmer, Kori Oberle, Suzanne Haselow, Ken Kienbaum, James Langness III,  
Richard Helmick,  
Absent: None  
Staff present: Alan Lockett  
Guests: Daniel Richardson
- Approval of Agenda: Oberle proposed consolidating reports concerning the Effigy Mounds into one item. Friends of the Mounds group, Preservation and Maintenance, and the Mounds Signage Project would be considered under one heading, Whitewater Effigy Mounds Preserve. And to remove best mowing practices/procedures at the Effigy Mounds Preserve and marking the perimeters of the mound (Helmick/Oberle) from New Business to “Effigy Mounds” in Reports. MSC Langness/Haselow to approve the changes suggested by Oberle.  
Ayes: Blackmer, Oberle, Haselow, Kienbaum, Langness, Helmick  
Nays: None  
Abstain: None  
MSC Oberle/Haselow to approve the agenda as changed.  
Ayes: Blackmer, Oberle, Haselow, Kienbaum, Langness, Helmick  
Nays: None  
Abstain: None
- Approval of Minutes – November 5, 2015  
MSC Oberle/Kienbaum to approve the minutes as posted.  
Ayes: Blackmer, Oberle, Haselow, Kienbaum, Langness, Helmick  
Nays: None  
Abstain: None
- Set date and time of next meeting – Thursday, January 7, 2016 - 6:00 PM  
The date of the next meeting was set for January 7, 2016 at 6:00 PM in the city manager’s conference room.
- Hear Citizen Comments: No formal Landmarks Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Commission discusses that particular item  
There were no citizen comments.

**PUBLIC HEARING TO CONSIDER STARIN PARK WATER TOWER AS A LOCAL LANDMARK:**

Blackmer noted Alan Lockett and Suzanne Haselow for their work on advancing this project. She then asked for any citizen comments on the proposal. There was none.

MSC Kienbaum/Oberle to send the document prepared by Alan Luckett to the city council for consideration as a local landmark.

Ayes: Blackmer, Oberle, Haselow, Kienbaum, Langness, Helmick

Nays: None

Abstain: None

## Reports

- Starin Park Water Tower Nomination (Luckett)  
Luckett briefly reviewed some of the research that he had done in preparing the nomination.
- Whitewater Effigy Mounds Preserve (Helmick/Oberle)
  1. Friends of the Mounds Preserve
    - a. Outreach: c. 20 people attended the 11/23 PowerPoint program on mounds to Delavan High School Alumni in Delavan.
    - b. At a meeting held on 11/30/15, bylaws were passed unanimously by 8 people in attendance; officers will be elected at the May 2016, annual meeting. A membership brochure will be created yet this year.
    - c. Next meeting: Monday, Feb 1, 2016. Time TBA. Co-hosted w/UFC on benefits and how-to of planting native plants. Will encourage attendees to join the Friends group.
    - d. Oberle & Blackmer will open a checking account for the Friends at Commercial Bank before the end of year.
    - e. Encouraged by the City to become “umbrella-ed” by either WW Comm Foundation or Friends of Whitewater Aquatic Center, yet to be formed, and apply for 501©3 status.
  2. Preservation and Maintenance
    - a. Best mowing practices/procedures: continue to gather input from other mounds sites, discussed w/ Parks/Rec Dept. Head On 12/2. He will take our input when drafting a mowing p/p prescriptive “manual.” Parks/Rec Dept. Head will be checking w/City attorney re: volunteers using push lawn mowers to cut around the perimeters of each mound, using 5’ to 15’ buffer mandated by state for catalogued land; or, temporary placement of tall metal spikes around same perimeters of all 13 mounds by volunteers in advance of large-scale mowing of Preserve. It will be necessary to coordinate mowing w/volunteers so markings can be done first.
    - b. Located grant to cover cost of surveying all mounds to determine boundaries, including missing pieces; more on this in new business.
    - c. Surveying panther mound 12/15 or early spring 2016: \$300 approved by Parks/Rec Dept. Head; archaeologists selecting date; to resolve where entrance/start of walking trail is (re)located in spring 2016.
    - d. Panther mound was cleared of fallen branches, litter, and dead foliage early Nov in preparation for survey: 1 person = 6 hours. Formula could be used by Friends Group to create adopt-a-mound program for clearing all remaining 12 mounds.
    - e. Will pursue LIDAR documentation of site in spring/summer 2016 via Walworth County since Jefferson County doesn’t own LIDAR equipment.
  3. Signage at the Mounds Preserve
    - a. Boulders update; 10 have been selected for the 8 that are needed. It has been approved by the Parks/Rec Dept. Head. We expect to have the boulders moved to the City Garage within the next several days. New metal signs will be installed on the boulders by the City crew as time permits. Hopefully, placement of the boulders in the Preserve will be in Jan/Feb., when the ground is frozen hard to minimize delivery damage to Preserve.
    - b. Metal sign production will begin 12/4.
    - c. Update of Aerial map of mounds walking trail: production of 2 new signs (non-boulder-mounted signs) will await archaeological measurement/survey (spring 2017)

so that corrected walking trail maps may be included. In meantime, walking trail will be tweaked where it is needed.

- Birge Fountain (Lockett/Blackmer)  
Blackmer congratulated Lockett for his recent, 1 year appointment to the Birge Committee. There is a meeting of the Committee planned for December 8, 2015 in Lockett's office.

### **Unfinished Business**

- Interactive Map on City's web site (Lockett)  
Lockett has asked Scott Weberpaul to again contact Eric Compass at UW-W to obtain permission.
- Continue discussion and creation of a list of strategic priorities on which the Landmarks Commission should focus over the next five years.
  - a. MSC Kienbaum/Oberle to postpone discussion of the downtown area as a possible candidate for landmark status until discussion of strategic priorities takes place.  
Ayes: Blackmer, Oberle, Haselow, Kienbaum, Langness, Helmick  
Nays: None  
Abstain: None
  - b. Oberle requested that the topic of a strategic planning retreat be placed on next meeting agenda for discussion. Discussion ensued resulting in retreat being scheduled for Jan. 7, 2015, at 6 pm, location TBD. Blackmer asked Oberle to assist with creating retreat agenda.
  - c. Blackmer said she knew of a potential member for the commission and asked if anyone else had a possible candidate. She will go ahead and ask her potential candidate to go ahead and seek confirmation.
- Landmark Signage Progress (McDarison Spread Sheet Report).  
Blackmer noted the information that Lockett had distributed regarding McDarison's progress and her future goals/time lines. McDarison intends to be fully completed with the project by May, 2016. Lockett has the original molds carefully stored in a cabinet in his office.

### **New Business**

- Continue discussion and creation of a list of strategic priorities on which the Landmarks Commission should focus on over the next 5 years  
Discussion postponed to the January 7, 2015 meeting.
- Report on status of city owned property monitored by Landmarks Commission, Part 3 (Blackmer)  
The Birge Fountain cherubs are being stored safely, off of city property. Lockett asked if this should be brought to the Birge Fountain Committee at its next meeting. It was agreed to do so.
- Update Landmark's Web Site  
Blackmer noted that Popke was still listed as a member of the Commission. Blackmer also noted that the Armory was not listed as a city landmark on the web site.
- Haselow to coordinate presentation of plaques and ceremony  
Haselow had some questions regarding the invitations to be sent. Blackmer said that the invitations would be sent just to the owners of the landmark buildings. General public will learn of event through promotions. Haselow noted that this would be a public event and wondered how many people would possibly attend. Discussion ensued as to the location of the venue. Blackmer agreed to help Haselow with some of the planning. Blackmer noted that she and Haselow would also go ahead with publicity. Lockett suggested that the date be held after the City Council meeting in May in order for the council to provide additional publicity. More discussion ensued regarding the date of the event and refreshments.
- Grant money for survey of Effigy Mounds Preserve

Oberle reported that she, Blackmer, and Helmick learned from the State Historical Society that the Commission is eligible for a grant from the state to hire certified archaeologists to conduct a professional survey of all 13 mounds. This surveying was last done in 1989-90. An application will be forwarded to the state in 2016 for survey work in 2017. The City Parks Department Director, Matt Amundson, and City Manager Cameron Clapper have approved the Landmarks Commission applying for this grant. The survey will focus solely on the perimeters of the mounds and not involve boundaries with any contingent properties.

- Downtown Whitewater possible landmark status  
Discussion was tabled until the Strategic Planning retreat.

#### **Future Agenda Items**

None were offered.

#### **Good of the Order**

Blackmer thanked everyone for their hard work on the Whitewater Water Tower.

Oberle thanked Haselow for accepting the responsibility for the coordinating the presentation of the plaques.

#### **Adjournment**

Blackmer adjourned the meeting at 7:02 PM.

Respectfully submitted

R. Helmick, secretary

17.08.040 - Powers and duties. (of Whitewater Landmarks Commission)

The commission shall have the following powers and duties:

(1)

To develop appropriate criteria and standards for identifying and evaluating neighborhoods, places, structures, improvements, and city-owned historically significant personal property which might be classified as landmarks, landmark sites, historic districts or specially designated landmarks or city-owned historically significant personal property;

(2)

To designate landmarks, landmark sites and historic districts or city-owned historically significant personal property within the city limits. Once designated by the commission, such landmarks, landmark sites historic districts and city-owned historically significant personal property shall be subject to all the provisions of this section;

(3)

To compile a list of structures which would be eligible for specially designated landmark status. Such structures may be within or outside of an historic district. The commission may negotiate with the owners of such structures for an agreement binding the owner and property. Such agreement may be for a specified period of time and shall be binding on subsequent owners until the end of the time specified.

Structures covered by such agreements are eligible to receive an historical marker;

(4)

To cooperate with federal, state and local agencies in pursuing the objective of historic preservation and to nominate properties designated hereunder to the National Register of Historic Places;

(5)

To develop and recommend ordinances, legislation and programs and otherwise provide information on historic preservation to the city council;

(6)

To designate appropriate markers for specially designated landmarks and historic districts;

(7)

To take all steps necessary, including the taking and collecting of photographs, drawings, descriptions, recorded interviews, written data and documentation, to permanently record the origin, development, use and historical significance of each landmark, landmark site, historic district, or city-owned historically significant personal property;

(8)

To promote public education, interest and support for the preservation and enhancement of such landmarks, landmark sites, historic districts and historically significant personal property.

## Whitewater Landmarks Commission

### Five Year Plan Proposal

#### Administrative Duties

- Continue to produce and deliver annual reports to Whitewater City Council, WI Historical Society, and Nat'l Park Service
- Review and update existing preservation lists
  - Existing local landmarks
  - Existing Nat'l Register District properties
  - City-owned "person property"
- Investigate and secure grants to promote preservation
- Review, revise, update website hosted by City
- Ongoing education for commission members thru monthly meeting reviews, conferences, etc.
- Anticipate commission vacancies and recruit new qualified members

#### Landmarks

Potential **Local** Nominations: Compile a list of structures which would be eligible for local landmark status, such as:

- Starin Park Water Tower
- Downtown Historic District(s)
- Spooner-Ambrose House, 724 Center St., (Fred & Sue Cerkoney)
- John S. Partridge House, 745 Center St., (Jim & Claire Stewart)
- Warte/Leland House, 614 W. Main St., (Richard & Bobbie Landsee)
- Krumb (sp) House, 227 S. Boone Ct., (Richard Helmick)

Potential **Nat'l Register** Nominations: Compile a list of structures which would be eligible for Nat'l Register landmark status, such as:

Effigy Mounds Preserve (Local Landmark and NRHP)

- Grow Friends group membership
  - Host Mounds neighborhood event
  - Co sponsor educational events with other like-minded groups
- LiDAR photography to determine mound boundaries
- Complete sign project

- Rebuild missing pieces of mounds

Document all existing local landmarks, Nat'l Register landmarks (individual & district) and city-owned historically significant personal property: photograph, description, recorded interviews, written data, etc.

### **Education Outreach**

- Develop educational materials
  - Provide info on local history and historic preservation to Whitewater & Walworth County school systems
  - Continue to publish written materials about local historic landmarks (updates)

### **Promotion**

- Continue annual celebration of Historic Preservation Month and Archaeology Month each May
- Develop long range publicity campaign for local landmarks and Effigy Mounds Preserve through media to included area newspapers, the Banner, Facebook, etc.
- Assist Whitewater community in promoting historic preservation in conjunction with Whitewater Historical Society, Downtown Whitewater Inc., Tourism / Chamber of Commerce, City Council, Walworth County Historical Society.