



Landmarks Commission Minutes

Whitewater Landmarks Commission
Thursday, January 7, 2016
Cravath Lake Front Pavilion
241 S. Fremont Street, Whitewater, WI 53190

Call to Order

- Call to Order and roll call
Chairperson Blackmer called the meeting to order at 6:36 PM.
Present: Patricia Blackmer, Kori Oberle, Suzanne Haselow, Ken Kienbaum, Richard Helmick
Staff present: Alan Luckett
Absent: James Langnes III
Guests: Daniel Richardson
- Approval of Agenda
MSC Oberle/Kienbaum to approve the agenda as printed.
Ayes: Blackmer, Oberle, Haselow, Kienbaum, Helmick
Nays: None
Abstain: None
- Approval of Minutes – December 3, 2015
MSC Oberle/Kienbaum to approve the minutes as printed.
Ayes: Blackmer, Oberle, Haselow, Kienbaum, Helmick
Nays: None
Abstain: None
- Set date and time of next meeting – Thursday, February 4, 2016 - 6:00 PM
The next meeting of the Landmarks Commission will be held on February 4, 2016 at 6:00 PM in the City Manager's Conference Room, 2nd floor, City Hall.
- 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.

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.
Blackmer directed commissioners to read through the city's ordinance pertaining to the Commission's six, major responsibilities. Commissioners discussed specific issues under each responsibility as they were read.
 2. Brainstorm tasks within these four strategic categories
 - a. Administrative duties
Oberle suggested the following additions:

- designating a storage for digital and non-digital storage of materials;
 - once designated, there should be an annual review of the materials to make sure they are complete;
 - to review the list of historic, personal property to make sure that they are still in place;
 - review and answer questions relating to the city ordinance governing the Landmarks Commission;
 - research the best way to develop a budget - a line item in the city's budget or part of the contingency fund or some other vehicle;
 - use 2016 to document recurring, annual expenses and putting it in the form of a budget request memo to the city.
- b. Landmarks: properties/areas that need to be documented that would not necessarily be suitable for designation status.
This could possibly be handled through a standing agenda item at each month's meeting.
- c. Effigy Mounds Preserve
1. There is joint program being scheduled with the Urban Forestry Commission on prairie planting to be held Monday, February 2, 2016 at the Irvin Young Library.
 2. The Panther Mound at the Preserve has been professionally surveyed.
 3. Signage project is in the works. Kienbaum said they are making progress on repairing the needed equipment for moving the boulders. He is hopeful that they can be delivered within a couple of weeks.
 4. LIDAR is still being pursued through Walworth County. It is hoped that it will be up and running by late Spring/early Summer, 2016. Once running, it is hoped to be used to better delineate mound profiles.
 5. Rebuilding missing or damaged portions of the mounds will wait until after LIDAR and the survey are completed. More research will need to be completed before a direction can be suggested.
3. Education/Outreach
- Possible avenues to consider:
- a. possibly develop a digital story telling map for the downtown area
 - b. review/update the Landmarks' brochure
 - c. walking tour
 - d. outreach to the public schools and UW-Whitewater; possibly develop curricular materials
 - e. Ho-Chunk Nation and Effigy Mounds Preserve
 - f. continue to give tours to requesting groups
4. Promotion/Outreach
- Possible avenues to consider
- a. continue annual celebration of Historic Preservation Month and Archaeology Month each May
 - b. public reception for the new, landmark plaques
 - c. develop long range publicity campaign for local landmarks
 - d. partner with other, local and county groups to promote historic preservation
 - e. develop social media contacts for upcoming events (Face Book, Twitter, Whitewater Banner)
- Prioritize tasks in each of the four categories for 2016-2020
This item was tabled for a later discussion
 - Discuss how tasks will be accomplished to include expectations/availability of all commissioners
This item was tabled for a latter discussion

Adjournment

The meeting was adjourned by Chairperson Blackmer at 8:34.

Respectfully submitted

R. Helmick, Secretary