

City of Neillsville
Historic Preservation Commission - Regular Meeting
Wednesday, January 18 , 2023 at 6:00 p.m.
City Hall – 106 E Division St, Neillsville WI

Minutes

1. Meeting called to order at 6:00 pm by Chair Natalie Erpenbach
2. Roll Call – Present – Natalie Erpenbach, Jeff Kluckhohn, Barb Miller, and Dan Clough. Not Present – Julie Simek, David Harnisch, NS Nicole Keller. A quorum was deemed present.
3. Motion to approve the agenda made by Kluckhohn, second by Miller. Voice vote, all aye, motion carried.
4. Reviewed November 16, 2022, Historic Preservation Commission (HPC). Meeting Minutes. Motion by Miller and seconded by Kluckhohn to approve the Minutes as presented and file with the City Clerk. Voice vote, all aye, motion carried.
5. Citizen appearances – None.
6. Applications
 - a. HPC – Certificates of Appropriateness – None presented for review.
 - b. HPC – Certificates for Demolishing a Historic Structure – None presented for review
 - c. HPC – Historic Property Improvement Grant Applications – None presented for review.
7. Old Business
 - a. Discussed HPC 2023 Action Plans. Draft reviewed by all and changes made. Copy attached to these minutes.
 - b. Discussed available grant and loan assistance sources and contact information, for historic property owners. Also discussed material Erpenbach collected at the October Wis Historical Society (WHS) Local History / Historic Preservation Conference. Erpenbach will order materials from WHS that we can make available locally. Discussed preparing and printing a brochure of grant, financing, and tax credit sources.
 - c. Discussed again, requesting Common Council to discuss and act on our November 16, 2022 request to allow unused annual budgeted lapsing funds (beginning in year 2023) to be moved to the HPC non-lapsing fund to support the mission and goals of the City of Neillsville Historic Preservation Commission as outlined in the City's General Ordinances, Chapter 3, Section 1-3-1. Erpenbach will ask City Clerk to add this as an agenda item to the January 24, 2023, Common Council meeting.
 - d. Discussion of historic properties inquiries from homeowners, and general ideas related to historic properties. Discussed updating HPC Forms on city website. Erpenbach will work with Barb Boyer on this project.
 - e. Motion made by Clough and seconded by Kluckhohn to approve Erpenbach submitting application to WI Association of Historic Preservation Commissions. Annual dues are \$40.00. Voice vote, All aye, Motion carried.
8. New Business
 - a. Erpenbach reported that Annual report to WHS – Historic Preservation Commission is due by Feb 28, 2023. Discussed details included in report. Erpenbach will complete and file with the State.
 - b. Reviewed fund balance(s) of HPC accounts (lapsing and non-lapsing)
 - Lapsing Fund balance as of 1-18-2023 \$ 1,500.00.
 - Non-lapsing Fund balance as of 11-16-2022 \$ 4,010.22.
 - c. Erpenbach noted two upcoming WI HPC webinars available to HPC members.
 - d. No invoices to be paid at this time.

Motion to Adjourn at 6:52 pm by Kluckhohn, seconded by Miller. Voice vote, all aye, motion carried.

Next Regularly Scheduled Meeting: Wednesday, February 15, 2023 – 6:00 pm at City Hall.