

City of Neillsville
Historic Preservation Commission - Regular Meeting
Wednesday, February 15, 2023 at 6:00 p.m.
City Hall – 106 E Division St, Neillsville WI

Minutes

1. Meeting called to order at 6:04 pm by Chair Natalie Erpenbach
2. Roll Call – Present – Natalie Erpenbach, Jeff Kluckhohn, Barb Miller, and Nicole Keller. Not Present – Julie Simek, David Harnisch, Dan Clough. A quorum was deemed present.
3. Motion to approve the agenda made by Kluckhohn, second by Keller. Voice vote, all aye, motion carried.
4. Reviewed January 18, 2023, 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. Updated HPC forms have been sent to be included on City Website, discussed working with the 1897 Clark Co Jail Museum to develop self-guided Cemetery Tours at Neillsville Cemetery and have at least one done in time for 2023 Heritage Days weekend. Discussed doing a survey of needs of the two Downtown Historic Districts in preparation of future grant requests. Copy of updated 2023 Action Plan attached to these minutes.
 - b. Discussed available grant and loan assistance sources and contact information, for historic property owners. 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. Noted that the HPC's request that Common Council allow unused annual budgeted lapsing funds (beginning in year 2023) to be moved to the HPC non-lapsing fund was approved at the last City Council meeting with certain conditions.
 - d. Discussed historic properties in need of repair or whose owners have made inquiries of members this past month.
 - e. Erpenbach noted that the application to WI Association of Historic Preservation Commissions was given to City Clerk for processing.
 - f. Erpenbach will complete Annual report to WI HPC and submit by due date.
8. New Business
 - a. Reviewed fund balance(s) of HPC accounts (lapsing and non-lapsing)
 - Lapsing Fund balance as of 2-15-2023 \$ 1,460.00.
 - Non-lapsing Fund balance as of 2-15-2023 \$ 4,010.22.
 - b. Erpenbach handed out an article (provided by Harnisch) for members to read on development of historic / vacant spaces.
 - c. No invoices to be paid at this time.

Motion to Adjourn at 7:10 pm by Miller and seconded by Kluckhohn. Voice vote, all aye, motion carried.

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