

VILLAGE OF GRAFTON

HISTORIC PRESERVATION COMMISSION MEETING MINUTES

October 17, 2013

The Historic Preservation Commission meeting was called to order by Chair David Liss at 5:00 p.m.

Commission members present: Trustee David Liss, Sue Hass, Sheldon Sepstead, Trustee David Antoine, Matt Zipter and Eugene Lombness (5:10 p.m.)

Commission member excused: Norbert Studelska, Sr.

Staff/Officials present: Administrative Secretary Deborah Brown

APPROVAL OF MINUTES

Motion by Trustee Antoine, seconded by Sheldon Sepstead to approve the minutes of the September 19, 2013 Historic Preservation Commission with so noted change on page 1- spelling error of the word "Objectives" on second to last paragraph. Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None

AMEND HISTORIC PRESERVATION COMMISSION'S MISSION STATEMENT

The Commission members then reviewed the submitted language change to the Historic Preservation Commission mission statement.

The current statement is found in Chapter 2.35 Section: 2.35.010 as follows:

~~"There is hereby established a Historic Preservation Commission for the Village of Grafton to safeguard, enhance, and promote the Village's historic and cultural heritage.; stabilize and improve property values; promote civic pride in the beauty and noble accomplishments of the past; protect and enhance the Village for its residents, tourists and visitors for education, pleasure, and general welfare; and to strengthen the economy of the Village."~~

The consensus was to simplify the mission statement to now read as follows:

"There is hereby established a Historic Preservation Commission for the Village of Grafton to safeguard, enhance, and promote the Village's historic and cultural heritage.

Motion by Trustee Antoine, seconded by Sheldon Sepstead to approve a recommendation to the Village Board to approve ordinance to amend the current Historic Preservation Commission Mission Statement. Motion carried.

REVIEW AND UPDATE THE HISTORIC PRESERVATION COMMISSION FUTURE OBJECTIVES AND STRUCTURE

The Commission then reviewed in length the future objectives and structure the Historic Preservation Commission was going to refine and finalize for December 19, 2013 meeting date.

Objectives and Actions for the 2014 Calendar year:

- I. **WEBSITE:**
 - a. Creation of Historic Preservation website by Fall of 2014
Commissioner Hass to check with Grafton Area Chamber of Commerce Office and report back to HPC in December, 2013. Will get assistance from Planning and Development Department –Administrative Secretary with creation of site if needed.
 - b. Preparation of written history of Grafton and the continued maintenance of the website’s information and pictures on an ongoing basis.
 - c. Preparation of online map of historical places in Grafton.

- II. **GOODWILL AND PROMOTION :**
 - a. Create historical Grafton Brochure/Flyer for tourism outreach purposes by the June of 2014. Trustee Liss and Trustee Antoine to work on project tasks and printing.
 - b. Continue with reviewing the process to create historic markers for sites and create a link to online map. Timeline: 2014-2015 and recommend new structures/sites for historic site designation.
 - c. Create Historical interviews to be publicized on website by the Fall of 2014. Commissioner Warwick to head a sub-committee to organize and hold interviews with Village residents and post “Personal stories: on website by Fall of 2014. Possible site to hold interviews will be checked out by HPC members.
 - d. Two inductees to the Paramount Plaza Walk of Fame each year approved by the HPC. Original listing of inductee names created by Angela Mack, Alex Van Der Tuuk, Michael “Hawkeye” Herman, Dick Spottswood, David Evans, and Jeff Domann. Spring approval every year by HPC with follow up by Planning and Development Department on preparing Autobiography on Inductees and ordering the engraving on the Keyboard located at the Paramount Plaza.

Future goals and objectives:

- III. **RESEARCH AND COMMITTEES:**
 - a. Discussion on assessing financial visibility of an historical museum and present to Village Board.
 1. Brainstorm ideas and develop historical project list
 2. Research sites for museum and reach out to local sources to possibility of sponsorship and donation.
 - b. Begin processing and developing catalogue of Village of Grafton historic artifacts.
 - c. Present possible historic recognition opportunities for the Village Board.

The Commission members then reviewed some of the past brochures and a past historical site and structures listing that Commissioner Sepstead had brought to the meeting. It was decided that the brochures should be copied.

Trustee Antoine also volunteered to assist Administrative Secretary Brown in going through old files at the Grafton Police Station to retrieve historic information that might have been packed away before the move.

OLD BUSINESS

A. Hand out on Past Historic Buildings and Structures and Section 19.7.0210

Ms. Brown reviewed the listing with members. For informational purposes only.

B. Hand out on First Report and Second Report to the Village Board from HPC

Commission members reviewed and held a brief discussion on retaking some of the photos in the reports and brochures

NEW BUSINESS

A. Update on historical plaque for Bridge Street dam

Chair Liss updated the members on the improvement project of the Bridge Street dam. He stated that the construction work should wrap up in mid November and that site registration would be looked at sometime in the spring of 2014.

B. Hand out on Early History of Grafton by Ralph Zaun

Written document was reviewed by the Commission members and will be filed for future use on website or brochures.

Ms. Brown then handed out the new meeting schedule and deadlines for 2014. Also reviewed meeting time for December 19, 2013 HPC meeting.

ADJOURN

Motion by Commissioner Sue Hass, seconded by Commissioner Matt Zipter to adjourn at 6:23 p.m. Motion carried.