LA CROSSE COUNTY NOTICE OF MEETING

COMMITTEE OR BOARD: HISTORIC SITES PRESERVATION COMMISSION

DATE OF MEETING: FRIDAY, APRIL 7, 2017

MEETING PLACE: COUNTY ADMINISTRATIVE CENTER, ROOM 2106
212 6th STREET NORTH, LA CROSSE, WI

TIME OF MEETING: 9:00 A.M.

1. Call to Order/Roll Call
2. Public Comment*
4. Printing Project
5. CLG Grant
6. Possible Nominations
   a. St. John’s Lutheran Church in Barre Mills
   b. The Gas Station that was moved to the Middle Ridge School
   c. Camp Decorah (Boy Scout Camp)
   d. Veteran’s Memorial Park and Campground
   e. Hiram Lovejoy House
   f. Big Creek Mill
   g. Mindoro Cut
7. Local History and Historical Preservation Annual Conference
8. Annual Dues
9. Items for Future Agenda
10. Next Meeting
11. Adjourn

NOTICES FAXED/MAILED TO:

NEWS MEDIA
La Crosse Tribune
Other news media

COUNTY DEPARTMENTS
County Board Chair
County Administrator
County Clerk
Facilities

COMMITTEE MEMBERS
Vicki Twinde-Javner, Chair
King Holley
Roger Plesha
Barbara Kooiman
Anne Loomis
Harriet Schuppel
Kent Sween

OTHERS
Email:
Joe De Rose, State Historical Society
Tim Acklin, City Planning Dept.
Michelle Jensen (IT)
Nate Sampson (Zoning, Planning & Land Information)

*PUBLIC COMMENT: The Committee may receive information from the public, but the Committee reserves the right to limit the time that the public may comment and the degree to which members of the public may participate in the meeting.

MEMBERS: NEED A QUORUM TO CONDUCT BUSINESS. If unable to attend, call Alice Sorenson at the County Board Chair Office at 785-9563.

PERSONS WITH DISABILITY: If you need accommodation to attend this meeting, please contact Alice Sorenson at the County Board Chair Office at 785-9563 as soon as possible.

DATE NOTICE POSTED: March 31, 2017
HISTORIC SITES PRESERVATION COMMISSION
Friday, March 3, 2017
Room 1107, County Administrative Center

| MEMBERS PRESENT: | Vicki Twinde-Javner, Anne Loomis, Harriet Schuppel, King Holley, Barb Kooiman |
| MEMBERS EXCUSED: | Kent Sween, Roger Plesha |
| MEMBERS ABSENT: | None |
| OTHERS PRESENT: | Alice Sorenson |

CALL TO ORDER/ROLL CALL
Chair Vicki Twinde-Javner called the meeting to order at 9:00 a.m.

PUBLIC COMMENT:
Wisconsin Association of Historic Information Commission will hold their meeting in Reedsburg, Wisconsin on April 28-29, 2017 at the Voyager Inn.

REVIEW AND APPROVE MINUTES OF FEBRUARY 3, 2017
MOTION by Schuppel/Kooiman to approve the minutes of February 3, 2017 with one minor correction under Printing Project. Motion carried unanimously with two excused – Sween/Plesha.

PRINTING PROJECT
“An Intensive Architectural and Historical Survey Report of La Crosse County” book that was recently printed was dropped off at the following locations:
- Downtown Public Library
- West Salem Library
- Holmen Library
- Onalaska Library
- UW-La Crosse Area Research Center
Barb Kooiman will take a DVD copy to the downtown Public Library so they can replace the older version on their website. Further discussion will continue on future locations for the remaining books.

CLG GRANT AVAILABILITY
Chair Twinde-Javner was notified on February 24, 2017 that the Commission received a $20,000 grant from the Historic Preservation Fund to be used for the surveying of central La Crosse County. There will be a webinar in the next two week outlining the details and how to proceed. Chair Twinde-Javner will share more details at the April meeting.

POSSIBLE NOMINATIONS
- St. John’s Lutheran Church in Barre Mills - Barb Kooiman/Will take photos.
- The Gas Station that was moved to the Middle Ridge School – Anne Loomis/Talked to Gloria Hundt who lived there her whole life and will continue gathering info and photos.
- Camp Decorah (Boy Scout Camp) – King Holley/Gathering information.
- Veteran’s Memorial Park and Campground – Barb Kooiman/Gathering information. Mary Kaufmann from the La Crosse County Facilities Department will be kept informed as the process moves forward.
• Hiram Lovejoy House – Harriett Schuppel found out that the property is on 38.5 acres with a well and septic. Barb Kooiman will look at what she has on this property to proceed with the nomination. This house is owned by the Donovan/Berg Investment LLC and the last recording of this property was in 2003. It is located in the Town of Hamilton.
• Big Creek Mill – Barb Kooiman/Gathering information.
• Mindoro Cut – Barb Kooiman/No report.

LOCAL HISTORY AND HISTORICAL PRESERVATION ANNUAL CONFERENCE
The Local History and Historical Preservation Annual Conference that will be held in La Crosse, WI on October 20-21, 2017 at the La Crosse Center. No new information has been provided.

2016 ANNUAL REPORT
Chair Twinde-Javner composed a summary of 2016 Historic Sites Preservation Commission activities and was distributed for committee review. Minor corrections were suggested. The summary will be finalized and sent to the PRD Committee and County Board for informational purposes.

ANNUAL DUES
MOTION by Kooiman/Loomis to renew the membership dues to the Wisconsin Historical Society in the amount of $65; the Preservation Alliance of La Crosse in the amount of $20; the Wisconsin Association of Historic Preservation Commissions in the amount of $40; National Trust for Historic Preservation in the amount of $30; and include a $30 membership to Ridge History Park. Motion carried unanimously with two excused – Sween/Plesha.

ITEMS FOR FUTURE AGENDA: NONE

NEXT MEETING: APRIL 7, 2017, 9:00 A.M.

ADJOURN MOTION by Holley/Schuppel to adjourn. Motion carried unanimously with two excused – Sween/Plesha.

The meeting adjourned at 9:30 a.m.

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.
Notes from 2017 CLG Subgrant Webinar:

- There were applications totaling $200,000 this year, and only $100,000 was allocated. Different from past years, the grants are “up to” the dollar amounts listed, so if grants come in under budget, the money will be kept by the Wisconsin Historical Society and allocated to other CLG’s.

- There were four surveys and one national register nomination awarded this year – see attached sheet for dollar amounts, etc.

- We will be receiving a Memorandum of Agreement that will need to be signed by the highest local elected official. In our case, it will be the County Board Chair.

- Our grant, along with the others have been advertised since earlier this week and Joe De Rose will contact preservation professionals about the grants. Preservation professional must send their resume to him by April 14. He will make sure the candidates meet the National Park Service and Secretary of Interior guidelines for professionals, and he will then pass on candidates resumes to our commission probably the 3rd week in April.

- We will need to prepare a Request for Proposals to send to candidates. Joe De Rose will need to approve it before it is sent out to candidates.

- We can select candidates by lowest bid, best qualified, through interviews, etc. However we want to do it. We can have interviews by a sub-committee, etc.

- The project will be to find National Register eligible properties in our survey area.

- We need then to create a contract with the consultant. Joe De Rose will need to approve.

- We will need to have a kickoff meeting that Joe De Rose will need to be part of that meeting along with the consultant. This can be one of our regular meetings where the public is invited. This will be to inform people of what we are doing, why we are doing it, etc.

- The County will pay the consultant and then request reimbursement from the Wisconsin Historical Society. We may receive partial and final invoices from consultant.

- At the end of the project, we will have to have a public meeting in the evening to inform people of our results. We should send letters to all property owners whose property was considered National Register eligible so they can attend if interested. This meeting can take place after the survey is done or prior or just prior to it being done.
The final product is due August of 2018. The final invoice must be received prior to September 30, 2018. On midnight of September 30, 2018, the funding for reimbursement is no longer available.
The Division of Historic Preservation–Public History seeks to develop a list of qualified consultants with experience in Wisconsin historic preservation who meet the professional qualifications set forth in the Code of Federal Regulations 36 CFR 61, Appendix A, the Secretary of the Interior’s “Standards for Archaeology and Historic Preservation.”

The projects listed below are federally funded subgrants. Compliance with all applicable laws, rules and regulations (federal, state and local) is required.

The work is to be started by June 2017 and completed by August 2018. The consultants’ responsibilities are outlined below and may include project-status reporting and supervision of assistants.

Consultant Responsibilities

Intensive surveys of the following locations:

- City of Menomonie update 1986 survey up to $23,000
- City of Wausau update 1984 survey up to $24,700
- LaCrosse Co. to update 1994 survey of central LaCrosse Co. up to $20,000
- City of Wauwatosa to survey half of the residential portions of the city up to $24,900

National Register historic district nomination of the following location:

- City of Beloit for the Milwaukee Road and Emerson Street Historic District up to $10,000

For each project you are interested in, you must mail 2 copies of your resume (4 pages maximum). Please include your current address, current email address and professional qualifications on your resume. Fax or email copies will not be accepted.

Consultants will be rated on professional qualifications; those meeting the criteria will be notified.

Submit materials by April 14, 2017 to:

The Wisconsin Historical Society
Attention: Joe DeRose
816 State Street
Madison, WI 53706-1482

EQUAL OPPORTUNITY EMPLOYMENT

Learn More

Information for Preservation Consultants and Archaeologists

Have Questions

Contact Joe DeRose by phone at 608-264-6512 or by email below:

joe.deros@wisconsinhistory.org
REQUEST FOR PROPOSALS
SURVEY OF HISTORICAL AND ARCHITECTURAL SITES
IN *****

****, 200^*

The ***** is requesting proposals for an intensive survey of historical and architectural sites in *****. Funding for the project is from a Wisconsin Historical Society CLG Grant. Interested consultants are invited to submit proposals by ***. Interviews and final consultant selection will be made in****. The project shall be completed by ****.

Background

***** is a ***** in ***** County. Describe project area.

Project Description

All procedures and products shall comply with the Architecture-History Survey Manual provided by the Wisconsin Historical Society Division of Historic Preservation and the attached Work Program.

Proposal Requirements

Please submit proposals with a dated cover letter signed by the appropriate company official by ***** and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.
3. Background experience, and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Appropriate fees to complete the proposed scope of work.
6. Proposed timeline to complete the project.

Submit a copy of your proposal to:

*****
CONSULTANT CONTRACT

THIS AGREEMENT is made by and between the _____ (may be referred to elsewhere in this document as "Subgrantee") and _____ (may be referred to elsewhere in this document as "consultant").

WHEREAS, _____ has received a grant from the federal government Dept. of Interior, administered by the State Historic Preservation office of the State of Wisconsin; and

WHEREAS, the work program includes producing a historic survey of residential property in the _____ as described in MOA Attachment A: Work Program.

WHEREAS, the Consultant is capable of providing the professional assistance required and is willing to make those services available;

NOW THEREFORE, the parties hereto mutually agree as follows;

I. Scope of Services

The scope of services covered by this contract shall include the following:

Compilation of information necessary to complete all products listed in the MOA as itemized in the Request for Proposal).

The Consultant will coordinate the (all products listed in MOA as itemized in the Request for Proposal) with the Historic Preservation Division of the Wisconsin Historical Society (WHS) and will comply with the requirements of the Memorandum of Agreement between the subgrantee and the WHS, which is hereby incorporated into this Agreement.

II. Time of Performance

The services of the Consultant shall commence on the signing of this agreement and shall be completed so that all final products are completed and accepted by the Wisconsin Historical Society by _____.

_____ Consultant Contract for a Historic Building Survey
Consultant Contract for a Historic Building Survey

III. Compensation and Method of Payment

 shall pay the consultant for all work performed in accordance with this agreement on the basis of a fixed fee of $ (total project of $) to be paid in installments based on the following schedule:

<table>
<thead>
<tr>
<th>Service</th>
<th>Percentage of Total Contract</th>
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</thead>
<tbody>
<tr>
<td>Reconnaissance Survey</td>
<td>35%</td>
</tr>
<tr>
<td>Intensive Survey</td>
<td>35%</td>
</tr>
<tr>
<td>Public Meetings</td>
<td>5%</td>
</tr>
</tbody>
</table>

to be paid upon completion of products for each phase as described in the Work Program and standards prescribed by the Wisconsin Historical Society. The Public Meetings may be paid at the conclusion of each of the two meetings.

Total project cost $____

Payment of the above shall be made to the Consultant UPON COMPLETION OF EACH SPECIFIED TASK and after submission of an invoice(s) to the . Invoices shall specify the tasks performed and the work product completed. The will then make prompt payment to consultant.

The final 25% of the project cost will be reimbursed after the completion of the project and final acceptance of the Wisconsin Historical Society.

If this contract is terminated under the provisions of Article X below, the Consultant shall be compensated for all services performed and expenses incurred up to the date of termination.

IV. Changes

The may, from time to time, request changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of the consultant’s compensation, which are mutually agreed by and between the and Consultant shall be incorporated in written amendments to this agreement.

V. Compliance with Federal, State and Local Laws

Consultant shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action and fair employment opportunities. Consultant further agrees to comply with all applicable regulations, laws, ordinances and codes to the State and local government and policies, guidelines and requirements of this federal grant program identified as 15.904 in the Catalog of Federal Domestic Assistance.
VI. Interest of the Consultant

The consultant covenants that it now has no personal interest, direct or indirect, in any property or business of any kind, and shall not acquire any such interest, which would conflict in any manner or degree with the performance of services under this contract.

VII. Indemnification

Consultant agrees to indemnify, defend and hold harmless the _____ and its agents from and against all loss or expense (including costs and attorney's fees) by reason of any claim or suit arising out of the acts or omissions of Consultant its employees, agents or assigns Consultant from liability imposed by law upon Consultant or its agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or person or on any account of damages to property, including loss of use thereof, whether caused by or contributed to by the Consultant or its agents or employees.

Consultant shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, all its officers, agents and employees from all suits, action, or claims of any character brought for or on account of any injuries for damages received by any persons or property resulting from the operations of the Consultant in executing work under this agreement.

VIII. Termination of Contract for Cause

If, through any cause, the Consultant shall fail to fulfill in timely and proper manner its obligations under this contract, or if the Consultant shall violate any of the covenants, agreements or stipulations of the Agreement, the _____ shall thereupon have the right to terminate this contract by giving notice to the Consultant of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, studies, reports, or other materials prepared by the Consultant under this contract shall at the option of the _____ become the property of the _____ and the Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Consultant shall not be relieved of liability to the _____ for damages sustained by the _____ of any breach of contract by the Consultant may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the _____ from the Consultant is determined.

IX. Termination to Contract for Convenience

The _____ or the Consultant may terminate this agreement at any time by giving at least twenty (20) days notice in writing to the other party. If the contract is terminated as provided
herein, the Consultant will be paid for the time and expenses incurred up to the termination date. If this contract is terminated due to the fault of the Consultant Article VII hereof relative to termination shall apply.

X, Records and Audits

The Consultant shall maintain records, adequate to identify and account for all costs pertaining to this contract and such other records as may be deemed necessary to assure proper accounting for all project funds. These records will be made available for audit purposes to the or any authorized representative, and will be retained for four (4) years after the expiration of this contract unless permission to destroy them is granted by the Wisconsin Historical Society.

XI. Worker's Compensation

As between the and the Consultant this is intended as, and is, an independent contract. The Consultant and no partner or employee of the Consultant shall, by reason of this contract become an employee of the.

XII. Equal Opportunity and Affirmative Action

In the performance of services under this contract, the Consultant agrees not to discriminate against any employee or applicant because of sex, race, color, handicap, religion, national origin, age, or marital status to the person maintaining the household, lawful source of income, age or ancestry. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, age, color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause:

"This program receives financial assistance for identification and preservation of historic properties. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin or handicap (mental and/or physical impairment)."

XIII. Ownership of Documents

All of the reports, forms, information, data, etc., prepared or assembled by the Consultant under this contract are the property of the , and the Consultant agrees that they shall not be made available to any individual or organization at any time without prior written approval of the .
XIV. Severability

It is mutually agreed that, in case any provision of the contract is determined by a Court of Law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of the contract remain in full force.

IN WITNESS THEREOF, parties hereto have caused this agreement to be executed the year and date written below by their proper officers and representatives.

_____, Historic Preservation Consultant            Date

_____, Local Contact                             Date

_____, Local Official                            Date
Wisconsin Historical Society – Historic Preservation
Reimbursement Request

Subgrantee Name:__________________________________ Purchase Order No. HS__________

Prepared by & Phone:________________________________ Project No. 55-__________

Request Period Covered: From _________ to__________ Reimbursement Request No.:_______

Information on allowable costs, documentation required and form completion is in the Subgrant Administration Manual. Consult the Table of Contents for specific location.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Total Amounts</th>
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<tbody>
<tr>
<td>Project Category</td>
<td>Current Period</td>
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<tr>
<td>Salaries and Wages</td>
<td></td>
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<td>Fringe Benefits</td>
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<td>Supplies and materials</td>
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<td>Travel</td>
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<tr>
<td>Consultant(s)</td>
<td></td>
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<tr>
<td>Indirect, only matching share</td>
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<tr>
<td>Volunteer, only matching share</td>
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<tr>
<td>Other:________________________</td>
<td>_____________________</td>
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</tbody>
</table>

**GRAND TOTAL:** (Federal and Non-federal)

A __________ B __________

FEDERAL SHARE, TOTAL COSTS TO DATE
(may not exceed 50% of total project costs, item B)

C __________

FEDERAL SHARE PREVIOUSLY REQUESTED

D __________

FEDERAL SHARE NOW REQUESTED (Line C less Line D)

E __________

FEDERAL SHARE REMAINING

F __________

(must be 25% of award until products are sent to Historic Preservation)

I certify: This represents actual project expenditures carried out within the period of the project, and I will maintain itemized financial records for project expenditures for a period of not less than three years after project completion.

Signature and Title:_______________________________ Date:_________________