



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

Historic Preservation Agenda
October 13, 2020
Reedsburg City Hall Council Chambers
5:00 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON AUGUST 11 AND SEPTEMBER 8, 2020.:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Review current 2020 budget.
- B. Consider Wis Historical Society's online Local History - Historic Preservation Conference, October 21-23.
- C. Consider Certified Local Government program.
- D. Consider policy for accepting donated historical items.
- E. Consider local video history segments and historical sites and signs.

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.



HISTORIC PRESERVATION COMMISSION MINUTES

Reedsburg, WI
August 11, 2020

Brian Duvalle called the meeting of the Historic Preservation Commission to order on Tuesday, August 11, 2020, at 5:15 PM in Reedsburg City Hall.

Present: Lee Gnatzig, Missy Frenz, Monica Liegel, Orris Smith (phone)

Absent: Alder Jason Schulte, Shannon Waiss, Jeannine Mueller

Staff: Brian Duvalle

Motion by Gnatzig, seconded by Frenz to approve Smith attending via phone call.

Motion approved

Approval of Minutes

Motion by Liegel, seconded by Gnatzig to approve the 7/14/20 minutes.

Motion approved

Consider local television/film history segments.

Gnatzig submitted grant request to Reedsburg Arts Committee, who approved \$500. If they receive no additional requests in 2020, they may approve \$1500 more.

Consider future date for Frank Pettis and Nishan Chapel dedications.

Motion by Liegel, seconded by Gnatzig to approve the September meeting at Greenwood Cemetery.

Motion approved

Consider policy for accepting donated historical items; local history room.

Frenz went through one box and deemed about ¼ of the items as show worthy. Discussion held on rotating items and display tables.

Consider historical sites, signs and markers.

Liegel mention weeds near the Babb marker. Discussion held on honoring the Mackeys and Schwekes. Discussion on adding street name discussion to next agenda.

Motion by Liegel, seconded by Frenz to adjourn at 5:40 PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector



HISTORIC PRESERVATION COMMISSION MINUTES

Reedsburg, WI
September 8, 2020

Alder Jason Schulte called the meeting of the Historic Preservation Commission to order on Tuesday, September 8, 2020, at 5:00 PM at Greenwood Cemetery.

Present: Lee Gnatzig, Missy Frenz, Monica Liegel, Orris Smith, Jeannine Mueller

Absent: Shannon Waiss

Staff: Brian Duvalle

Dedicate historic plaque for Frank Pettis (Civil War drummer boy) gravesite.

Photos were taken to submit to newspaper.

Dedicate National Register plaque for Nishan Chapel.

Photos were taken to submit to newspaper.

Possible move to Reedsburg City Hall, 134 S. Locust St, depending on weather.

No action taken.

Consider future historical sites, signs, videos and/or street names.

Discussed including current 2020 budget and Certified Local Government on the next agenda.

Motion by Mueller, seconded by Gnatzig to adjourn at 5:20 PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector

10-564300-03 HISTORIC PRESERVATION

		12/31/2019 (14/19) Balance		1,189.09
01/21/2020	AP	183 WAHPC	40.00	

City of Reedsburg

Detail Ledger

Page: 3

Period 00/20 (01/01/2020) - 09/20 (09/30/2020)

Sep 28, 2020 8:51AM

		01/31/2020 (01/20) Period Totals and Balance	40.00 *	.00 *	1,229.09
03/25/2020	AP	111 REEDSBURG TRUE VALUE	7.84		
04/08/2020	AP	306 SERVICE ELECTRIC	1,340.00		
		04/30/2020 (04/20) Period Totals and Balance	1,347.84 *	.00 *	2,576.93
05/25/2020	AP	68 REEDSBURG TRUE VALUE	4.99		
		06/30/2020 (06/20) Period Totals and Balance	4.99 *	.00 *	2,581.92
07/04/2020	AP	226 GAWRONSKI SIGNS & ADVERTISING	75.00		
07/25/2020	AP	444 REEDSBURG TRUE VALUE	15.37		
		07/31/2020 (07/20) Period Totals and Balance	90.37 *	.00 *	2,672.29
08/25/2020	AP	58 REEDSBURG TRUE VALUE	40.97		
08/26/2020	AP	116 LEE GNATZIG	500.00		
09/30/2020	JE	5 Grant to Historic Preservation Commission		500.00-	
		09/30/2020 (09/20) Period Totals and Balance	540.97 *	500.00- *	2,713.26

YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	1,524.17	Total	1,524.17	YTD Budget	3,000.00	Unearned	1,475.83-
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Acquisition Guidelines

Thank you for considering a donation to the Museum. Please review the following guidelines for Museum acquisitions:

1. The item(s) must be consistent with and relevant to the stated purpose, scope, and activities of the Museum.
2. Primary consideration will be given to the Museum's ability to provide proper care and storage for any object. No item(s) will be considered for acquisition if future care and preservation needs exceed the Museum's resources. Donations that include financial support for long-term storage and preservation are encouraged.
3. Items must have clear title and be free of copyright restrictions.
4. Donors must provide verifiable record of authenticity and provenance for all proposed donations. The Museum will make every effort to ascertain that items offered are not stolen, wrongfully converted, or acquired under false pretenses. The Museum is bound by international antiquities laws. Foreign antiquities must have documentation indicating that they were exported from their country of origin prior to the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property. The provenance of acquired items shall be a matter of public record.
5. If the Museum discovers that it has acquired item (s) in violation of the above statement, the Museum shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.
6. A 30-day examination period may be requested for any proposed acquisition.
7. All acquisitions are to be outright and unconditional. The Museum cannot guarantee that objects donated will be placed on exhibition, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for use in our education department or to be offered for sale to benefit the Museum.
8. All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the Museum.
9. All legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved and the precise conditions of the transfer shall accompany all acquisitions.
10. All acquisitions by gift or bequest to the Museum will remain in the possession of the Museum for as long as they retain their physical integrity and authenticity, and as long as they remain useful for the purposes of the Museum.
11. Federal law prevents the Museum from providing identification services or appraisal values for donated items. Donors are responsible for appraisals of value.

Source: <https://hearstmuseum.berkeley.edu/object-donation/>

Collections Donation Information Form

Donor Contact Information:

Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

☐ I have read the Collections Donation Fact Sheet and understand the general policies and procedures for donations to the Antiochian Heritage Museum & Library (AHML).

Signature: _____ Date: _____

A. Object Information

Please list the item(s) that you are interested in donating, with a detailed description and a photograph of each one (photo taken alongside a ruler, if possible). Use reverse side or attach separate pages as necessary, including the following information:

Name/Kind of Object(s): _____

Name of Owner (if different from above): _____

Date of Object: _____ Measurements (length x width x height): _____

Condition: ____ excellent ____ very good ____ good ____ fair ____ poor

Condition details: _____

B. Historical Background:

Please provide any historical information about the item(s). Use reverse side or attach additional pages as necessary.

1. How was the item used? (by whom? when? where?)
2. When and where was it made and/or purchased?
3. Is there cultural significance to the item(s) (i.e. ceremonial, traditional, etc.) or other information you'd like to share?

C. Family History Information:

Please answer as completely as possible. Use reverse side or attach additional pages as necessary.

1. When did your family (or item's owner) come to the U.S., and where did they come from? What year / country?
2. Where in the U.S. did the family settle, and how did they make their living?
3. Where do offspring, if any, currently reside, and what are their occupations?
4. Are there significant events in this immigration story, or other details which you believe are important to share?

Source: <https://www.antiochianvillage.org/wp-content/uploads/AHML-Donation-Policies-Procedures.pdf>

- [Visit](#)
 - [Explore](#)
 - [Research](#)
 - [Get Involved](#)

Gallery currently closed

Policy for Donations of Objects

While the permanent collections of the Phoebe A. Hearst Museum of Anthropology contain nearly 3.8 million artifacts, we do still accept written requests for donating items to the collections and we review these on a monthly basis.

The large number of objects already under our care dictates that we follow strict criteria when determining whether to accept new pieces. Factors include not only storage but long-term management costs and potential for research and exhibition use. Please read our acquisition guidelines below. Once you are satisfied that your potential donation meets our criteria please submit our donation questionnaire (below) for review.

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3. Items must have clear title and be free of copyright restrictions.
4. Donors must provide verifiable record of authenticity and provenance for all proposed donations. The Museum will make every effort to ascertain that items offered are not stolen, wrongfully converted, or acquired under false pretenses. The Museum is bound by international antiquities laws. Foreign antiquities must have documentation indicating that they were exported from their country of origin prior to the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property. The provenance of acquired items shall be a matter of public record.

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7. All acquisitions are to be outright and unconditional. The Museum cannot guarantee that objects donated will be placed on exhibition, or that they will be exhibited or stored intact as a single collection. In addition, please be aware that curatorial decisions made during cataloging of new collections may result in objects being deemed more appropriate for use in our education department or to be offered for sale to benefit the Museum.
8. All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the Museum.
9. All legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the items involved and the precise conditions of the transfer shall accompany all acquisitions.
10. All acquisitions by gift or bequest to the Museum will remain in the possession of the Museum for as long as they retain their physical integrity and authenticity, and as long as they remain useful for the purposes of the Museum.
11. Federal law prevents the Museum from providing identification services or appraisal values for donated items. Donors are responsible for appraisals of value.

Collections Donation Fact Sheet
Antiochian Heritage Museum & Library

MISSION STATEMENT

The Antiochian Heritage Museum & Library preserves and presents to the public the artistic, cultural, literary and spiritual heritage of the people of Antioch (Syria), thereby seeking to increase awareness and understanding of Middle Eastern culture, Eastern Orthodox Christianity, and the unique contributions of Arabic-speaking people to American life and to the world at large.

GIFT POLICY SUMMARY

- The Antiochian Heritage Museum & Library (AHML) accepts gifts of books, journals, artifacts and other items which support its mission as stated above and are judged by its Collections Committee to be a potentially significant contribution to the overall collection.
- Potential donors will submit a list of items to be considered for donation, accompanied by a completed Collections Donation Information Form and photographs of their potential donation.
- The Collections Committee will determine the acceptance, classification, housing, exhibition and/or circulation policies of all gift items. If a donation is a collection or group of items, it may not be possible to keep such collections intact, as most will be integrated into existing collections.
- The AHML will handle duplicates or unwanted items as outlined in the Temporary Custody Receipt, which will be provided to donors when items are submitted for consideration.
- AHML staff is not authorized under IRS regulations to assign a monetary value to said gifts or donations for income tax purposes.

How can I donate objects to the Museum/Library collection?

If you think your donation supports the AHML's mission as stated above, please read this Fact Sheet in its entirety and complete the attached ***Collections Donation Information Form***. This form provides information about the item(s) and will help us to determine suitability for inclusion in the collection. It is important for you to be as detailed as possible. Please include a photograph of the artifact or collection. If possible, take the photo alongside a ruler. Please mail or email the completed form to:

Collections Committee, c/o Julia Ritter, Antiochian Heritage Museum & Library, 140 Church Camp Tr., Bolivar, PA 15923; julia@antiochianvillage.org

All offers must be submitted in writing by completing the Collections Donation Information Form below. We are very sorry that we cannot consider a donation without a completed form.

What happens after I submit the Collections Donation Information Form?

After we receive your form and photograph(s), we will review the item(s) and assess the suitability to the AHML's mission. We will also consider our ability to properly care for the donation, as well as our ability to make it accessible to the public. A staff member may contact you for more information, but in most cases we will make a decision based on the information you have provided on the Collections Donation Information Form. If we are interested in your item(s), they will be accepted into ***Temporary Custody*** until we are able to make a final decision.

What is Temporary Custody?

Potential donations to the museum and/or library will first be placed into Temporary Custody, where they are held until the Collections Committee has considered whether to accept them into the collection. Potential donors will sign and submit a ***Temporary Custody Receipt*** when they leave or send their item(s). Our Collections Committee, which meets every six months to review proposed donations, is

made up of staff, scholars, and members of the clergy. You will be contacted within 180 days of receipt to let you know the outcome of our review. Potential donations will be considered for inclusion in the Permanent Collection, or one of four other collections which enhance research, educational or exhibition activities at the Antiochian Village: the Archdiocese Department Archives, the Education Collection, the Reference Collection, and the Decorative / Prop Collection.

What happens after the Collections Committee makes a decision?

If the Collections Committee has decided to accept items for donation, a *Deed of Gift* transferring ownership of the items will be sent with your acceptance letter, and the item(s) will be officially accessioned into the collection. An acceptance of a donation does not mean the item(s) will be immediately put on display. An item may be accepted if it compliments a future exhibit or display, or if it would be useful to scholarly or public research.

If we are unable to accept all or some of your proposed donation, we will follow the instructions you provided on the Temporary Custody Receipt, either returning them to you at your expense or disposing of the item(s) as the staff sees fit.

What will we do with unwanted materials?

Not every item in a potential donation will be of sufficient historical value to the library or museum. Because of our limited space and scope, the Collections Committee must review the contents of each potential donation to determine what material is of truly substantive nature and what other items are routine, duplicative, or may not fit the needs of our collection. Through the Temporary Custody Receipt, you will be asked to indicate whether you would like unwanted items returned to you at this time. Otherwise, according to standard museum & library procedures, unwanted materials will be transferred to a more appropriate repository, or disposed of as the staff sees fit.

What is a Deed of Gift?

A Deed of Gift is a legal document that transfers ownership to the Antiochian Heritage Museum & Library, under the Antiochian Orthodox Christian Archdiocese of North America. It is considered irrevocable. Before offering an item, please be certain that all interested parties understand the implications of signing a Deed of Gift. Family members should be in agreement about the decision to make the donation, and who has the legal authority to sign the Deed.

After a Deed of Gift is issued, and as the content or focus of the collection evolves, the Collections Committee has the right to decide in the future to remove (deaccession) an item from the collection.

What about appraisals and tax deductions?

Under IRS regulations, our staff is not authorized to appraise gifts or to assign a monetary value to said gifts or donations for income tax purposes. The responsibility for appraising donations remains with the donor. IRS policy states that any tax deduction claim for a contribution of property to a charitable organization, *the total claimed value of which exceeds \$5,000*, must include a written appraisal of the donated property from a qualified appraiser. To find a licensed appraiser in your area, you can request a referral from the following organizations: the American Society of Appraisers (www.appraisers.org); the International Society of Appraisers (www.isa-appraisers.org); or the Appraisers Association of America (www.appraisersassoc.org).

Questions?

If you have any further questions about this process, please contact Julia Ritter at 724-238-3677 x 425 or julia@antiochianvillage.org. We appreciate your support, and your interest in our collection.

Collections Donation Information Form

Please return completed form to:
Collections Committee, c/o Julia Ritter, Antiochian Heritage Museum & Library,
140 Church Camp Tr., Bolivar, PA 15923

Donor Contact Information:

Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

☐ I have read the ***Collections Donation Fact Sheet*** and understand the general policies and procedures for donations to the Antiochian Heritage Museum & Library (AHML).

Signature: _____ Date: _____

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Name of Owner (if different from above): _____

Date of Object: _____ Measurements (length x width x height): _____

Condition: ___ excellent ___ very good ___ good ___ fair ___ poor

Condition details: _____

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Please provide any historical information about the item(s). Use reverse side or attach additional pages as necessary.

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1. When did your family (or item's owner) come to the U.S., and where did they come from? What year / country?
2. Where in the U.S. did the family settle, and how did they make their living?
3. Where do offspring, if any, currently reside, and what are their occupations?
4. Are there significant events in this immigration story, or other details which you believe are important to share?