



City of Reedsburg
134 South Locust Street, P.O. Box 490
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Historic Preservation Agenda
December 8, 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 NOVEMBER 10, 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. Consider Certified Local Government program.
- B. Consider policy for accepting donated historical items.
- C. Consider local video history segments, history room, 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
November 10, 2020

Alder Jason Schulte called the meeting of the Historic Preservation Commission to order on Tuesday, November 10, 2020, at 5:00 PM at Reedsburg City Hall.

Present: Orris Smith, Lee Gnatzig, Monica Liegel

Absent: Shannon Waiss, Jeannine Mueller, Missy Frenz

Staff: Brian Duvalle

Approval of Minutes

Motion by Liegel, seconded by Gnatzig to approve the October 13, 2020 minutes.

Motion approved

Review current 2020 budget.

Discussion on getting partitions to display artwork and possible display case from Log Village.

Duvalle will get pricing on installing split heat A/C unit.

Consider Certified Local Government program.

Discussion on applying to Council in January or February and who to invite to speak. Discussion on CLG benefits.

Motion by Liegel, seconded by Smith to approve applying for CLG status to Common Council in February 2021.

Motion approved

Consider policy for accepting donated historical items.

Discussion on policy of the possibility of selling donated items should storage space run out or the items no longer needed. Duvalle will send out a draft policy.

Consider local video history segments and historical sites and signs.

Gnatzig spoke to Kari Walker about re-starting "I Love Reedsburg". He is also looking into a current events podcast and may apply to the Arts Board.

Motion by Liegel, seconded by Smith to adjourn at 5:46 PM.

Motion approved

Respectfully submitted,

Brian Duvalle
Planner/Building Inspector

**Reedsburg History Room
City of Reedsburg, WI**

Acquisition Guidelines

Thank you for considering a donation to the Reedsburg History Room (RHR) of City of Reedsburg (City). Please review the following guidelines for Room acquisitions:

1. The item(s) must be consistent with and relevant to the stated purpose, scope, and activities of the RHR.
2. Primary consideration will be given to the RHR'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 RHR'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 may be required to provide verifiable record of authenticity and provenance for all proposed donations. The RHR will make every effort to ascertain that items offered are not stolen, wrongfully converted, or acquired under false pretenses. If the RHR discovers that it has acquired item (s) in violation of the above statement, the RHR shall seek to return the item(s) to the legal owner or shall seek to determine the proper means of disposition through recognized authorities.
5. A 30-day examination period may be requested for any proposed acquisition.
6. All acquisitions are to be outright and unconditional. The RHR 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 the Reedsburg Public Library or to be offered for sale to benefit the RHR.
7. All donations to the RHR's collections are irrevocable upon the formal and physical transfer to the RHR.
8. 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.
9. All acquisitions by gift or bequest to the RHR will remain in the possession of the City for as long as they retain their physical integrity and authenticity, and as long as they remain useful for the purposes of the RHR.
10. Federal law prevents the RHR or City from providing identification services or appraisal values for donated items. Donors are responsible for appraisals of value.

**Reedsburg History Room
City of Reedsburg, WI**

Collections Donation Fact Sheet

PURPOSE

The Reedsburg History Room (RHR) of City of Reedsburg (City) preserves and presents to the public the artistic, cultural, literary and spiritual heritage of the people of Reedsburg, WI and surrounding area.

DONATION POLICY SUMMARY

- The RHR accepts items that support its purpose as stated above and are judged by the Reedsburg Historic Preservation Committee (RHPC) 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 donation form and photographs of their potential donation.
- The RHPC will determine the acceptance, classification, housing, exhibition and/or circulation policies of all gift items, including duplicates or unwanted 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.
- RHPC or City staff are not authorized 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 RHR's purpose as stated above, please read Acquisition Guidelines and Fact Sheet and complete the attached Donation 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 contact below.

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 RHR's purpose. 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 donation form. 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.

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 RHPC 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 Donation Form you will be asked to indicate whether you would like unwanted items returned to you. 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 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 Brian Duvalle at 608-768-3354 or bduvalle@ci.reedsburg.wi.us. We appreciate your support, and your interest in our collection.

Reedsburg History Room Donation Form

Please return completed form to:
Reedsburg Historic Preservation Commission
134 S. Locust St
Reedsburg, WI 53959

Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

☐ I have read the ***Acquisition Guidelines*** and ***Collections Donation Fact Sheet*** and understand the general policies and procedures for donations to the Reedsburg History Room.

☐ I would like unwanted or duplicate donation items returned to contact above if deemed unusable.

Signature: _____ Date: _____

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: _____

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 or family significance to the item(s) or other information you'd like to share?