

Tuesday, April 21, 2026

4:30 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/83485768663>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 834 8576 8663

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to community.development@mcfarland.wi.us to be included with the agenda materials.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the January 20, 2026 Landmarks Commission meeting.
4. BUSINESS.
 - a. Discussion regarding the Intensive Historical Property Survey.
5. SCHEDULE NEXT MEETING DATE.
 - a. To be determined.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

Minutes
Landmarks Commission Meeting
January 20, 2026

Members Present: Lowell Prill, Ron Larson, John Wells, Kathy Krusiec

Members Absent: Gordan Kinder

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER

Lowell called the Landmarks Commission meeting to order at 4:00 PM.

2. PUBLIC APPEARANCES.

None received virtually and in-person.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the October 9, 2025 Landmarks Commission meeting.

Krusiec motioned to approve the minutes of the October 9, 2025, Landmarks Commission meeting. Seconded by Wells. Motioned carried 3-0-1, abstention from Larson.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding the award of contract for McFarland Intensive Historic Property Survey.

Thao provided summary on the agenda item, highlighting the proposals received, and the review team's comments on the recommended proposal, and next steps. Gail Klein, Principal Investigator and Architect Historian from the recommended proposal was available for questions. The Commission inquired about the strategies and criteria of review on the consultant's approach along with desired reporting outcomes. Klein provided responses to the Commission's questions and recommendations.

Larson motioned to recommend to the Village Board the award of contract for McFarland Intensive Historical Property Survey to the University of Wisconsin-Milwaukee, Cultural Resource Management program in the amount of \$17,887. Krusiec seconded the motion. Motion carried 4-0.

- b. Discussion and action to recommend to the Village Board to approve a purchase order for six outdoor community history signs and installation at Arnold Larson Park.

Thao provided summary on the agenda item, highlighting the changes made to the signs since the previous discussion, sign contents, and budget update. Larson provided comments on the signs and will share a more detailed analysis and photos with staff after the meeting.

Larson motioned to recommend to the Village Board approval of a purchase order for six outdoor community historical signs and installation at Arnold Larson Park. Krusiec seconded the motion. Motion carried 4-0.

- c. Discussion on Local History and Historic Preservation Conference, attended by Ron Larson.

Larson provided a summary of his attendance at the Local History and Historic Preservation Conference, including the sessions he attended and his thoughts on them relative to the Village. No further questions or comments from the Commission members.

5. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

6. ADJOURNMENT.

Larson motioned to adjourn. Seconded by Krusiec. Motion carried 4-0. Meeting adjourned at 4:49 PM.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, April 21, 2026

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Kong Thao, Associate Planner

AGENDA ITEM: Discussion regarding the Intensive Historical Property Survey.

PREVIOUS ACTION:

[September 4, 2024](#) - Landmarks Commission recommended approval of Village Board to submit for grant application.

[September 10, 2024](#) - Village Board approved submittal of the grant application.

[December 9, 2024](#) - Landmarks Commission discussed details of the Wisconsin Historical Society Grant

[October 9, 2025](#) - Landmarks Commission recommended approval to Village Board for RFB for Intensive Historical Property Survey

[October 28, 2025](#) - Village Board approved issuing RFB for comprehensive historical survey.

[January 20, 2026](#) - Landmarks Commission recommended approval to the Village Board for award of contract to UW-Milwaukee Cultural Resource Management (UWM-CRM)

[January 27, 2026](#) - Village Board approves of award of contract to UW-Milwaukee Cultural Resource Management.

ISSUE SUMMARY:

At their January 27, 2026 meeting, the Village Board approved the award of contract for the Intensive Historical Property Survey to the University of Wisconsin-Milwaukee Cultural Resource Management (UWM-CRM). This meeting is intended as a kick-off meeting between the hired consultant and the Landmarks Commission. The Landmarks Commission will provide committee oversight of the Historical Property Survey project. This is an opportunity for the Commission to discuss the goals and accomplishments of the research activities, details of the approach, and schedule. The meeting also serves as one of the two required information sessions under the Village's grant agreement with the State Historical Society. The second will be held after the field work is completed. Gail Klein, Architectural Historian with the University of Wisconsin-Milwaukee Cultural Resource Management will be the main point of contact for this project and conduct field survey work and attend Landmarks Commission meetings. Jason Tish is the Certified Local Government Coordinator with the Wisconsin Historical Society. Jason will provide a summary of the CLG Grant.

Village Outreach Efforts

Staff have begun multiple efforts to promote the survey through notices and publications. Staff hope to direct questions to the Community & Economic Development Department. The public outreach plan includes:



- Article with the [Outlook Newsletter](#). This is a local newsletter mailed out to all properties in the McFarland area code. This will be published in the 2026 Spring/Summer issue and will run the duration of the report's surveying phase. A second article may be considered depending on the survey's progress. The publications occur in February, May and September.
- The [Lookout Newsletter](#). A digital bi-weekly newsletter sent out digitally to subscribers and posted on the Village's web page. A section promoting upcoming Village meetings are always included along with project updates as needed.
- Social Media Posts. Staff will look to post on various social media platforms such as Facebook, X (formally Twitter), and the Village's website as needed.
- Department email/This Week in Meetings. The Department provides a monthly email regarding upcoming meetings and projects related to the Department in addition to the Village's This Week in Meetings blog.

Next Steps

The tentative schedule includes approximate milestones as the project progresses.

- March - May 2026 - Reconnaissance Survey Phase conducted by the consultant. This includes literature research and field surveying of properties.
- June - October 2026 - Intensive Survey Phase. The consultant to complete site-specific research and mapping, and intensive survey reporting.
- October - November 2026 - Landmarks Commission meeting to review draft survey report.
- December 2026-January 2027 - Landmarks Commission meeting on final draft of survey report. Possible recommendation to the Village Board.
- January-February 2027 - Village Board meeting to accept the final draft report.

FINANCIAL/BUDGET IMPACT:

The Village was awarded \$20,500 from the Wisconsin Historic Society through the Certified Local Government Grant Program for this project. The Intensive Historical Survey will be entirely grant funded, \$2,500 of which will be utilized by the Village for in-house project related expenses.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is for discussion only.

ATTACHMENTS:

None