

May, Danielle Stuckle's first HPC meeting (meeting on May 11, Stuckle started May 2). No minutes taken, but there were no decisions made. The time was used more of as a "get to know you" session since Stuckle was new.

June: quorum--those minutes are on the city's website.

July--no meeting scheduled.

August—no quorum.

September--meeting minutes will be approved at January 2007 meeting.

October—no quorum.

November--no quorum.

December—no meeting scheduled.

Dickinson Historic Preservation Commission Meeting

June 8, 2006—Joachim Museum

President Barbara Laman called the meeting to order at 2:00 pm at the Joachim Museum.

Commission members in attendance: Barry Williams, Deborah Ford, Barbara Laman, Travis Bean, Bruce MacDuffie

Commission members absent: Janet Prchal

Others Present: Greg Sund, Danielle Stuckle

1. **Document Scanning Project:** Report from Greg Sund on progress of scanning project. Bonnie Johnson initially had some problems with software, but now has a good start on the project. After the scanning is complete, property identifier numbers need to be added to get the GIS to work properly. Eventually this information can be available to people through a website, which will help in efforts to promote National Register status for buildings.
2. **Renaissance Zone:** As part of Danielle Stuckle's position, she should head up development of a workshop that will promote the HPC and the Renaissance Zone. There can also be articles run through the local media to help with promotion and understanding. Stuckle should contact Lori or Theresa at the Chamber of Commerce to inquire about an article through the chamber (a month or two before hand to lead up to workshop). Also contact Alan Reed or Linda Sailer about promoting this.
3. **Staff Roles:** Discussion took place about what role Stuckle will have with the HPC, and whether or not any additional staff would be hired. Sund clarified that another part-time staff person would be hired for about ten hours a week. This person will assist with general administrative duties, and will most likely report to Stuckle. Sund also mentioned that the records April Jepson had for projects and grants had been dropped off at City Hall and are in his possession. Bonnie Johnson gets paid under a separate grant, under the same project so this will not interfere with current funding for staff. Stuckle was asked to contact Bonnie Bohlman, Career Services at DSU to try to line up a secretary/administrative assistant. Once Bonnie Johnson is done with the scanning phase, the project will be able to move forward. Equipment needs were also mentioned—City and museum staff are working together to figure out what needs to be allocated to meet equipment needs.
4. **Goals of HPC:** To meet the goals from the CLG Planning Retreat, the HPC should focus immediately goals such as:
 - a. Walking tour production
 - b. Articles and workshops

To achieve these goals, the HPC should have a meeting where attendees walk through the tour, maybe at the August meeting. Also previous tours should be considered. There was a tour developed by Pat Grantier and also by the Centennial Commission. The HPC should try to focus on one goal per meeting. The HPC should work out the rules for decisions and recommendations of the HPC process. There should also be a membership review, currently there are seven members. The CLG requirements dictate that there should be several different backgrounds represented in the membership.

Motion by Laman to Adjourn, second by Ford. Meeting adjourned at 3:20

Next Meeting 10th of August 4:00 pm at the Joachim Museum

Agenda
Dickinson Historic Preservation Commission

4 p.m., 10 August 2006 – Joachim Museum

1. Approval of June Minutes
2. Status of scanned Dickinson properties and further developments of project
3. Progress report from Stuckel about media promotion and community workshops
4. Sund's report of status of part-time help for Stuckel
5. Next goal from CLG Planning Retreat
6. Walking Tour
7. Next Meeting: 4 p.m., 14 September 2006, Joachim Museum
8. Adjourn

Agenda
Dickinson Historic Preservation Commission
September 14, 2006
Joachim Museum

Call to Order

Approval of June Minutes

Old Business

1. Status of scanning project
2. Community workshops and media promotion
3. Administrative Assistant position
4. Walking tour and grant from State Historical Society and Dickinson CVB
5. Other

New Business

1. CLG workshop in Bismarck
2. Next goal from CLG planning retreat
3. Interns and research papers
4. Other

Adjourn

Next Meeting: 4:00 p.m.; October 12, 2006; Joachim Museum

DICKINSON HISTORIC PRESERVATION COMMISSION MEETING

September 14, 2006 – Joachim Museum

President Barbara Laman called the meeting to order at 4:00pm at the Joachim Museum

Commission members in attendance: Barbara Laman, Travis Bean, Bruce Macduffie, Deborah Ford, Janet Prchal,

Commission members absent: Deanna Vickers, Barry Williams

Others present: Greg Sund, City Administrator; Terri Thiel, CVB Director; Danielle Stuckle, Historic Preservationist; Rod Merkel, Preservation Assistant; Tanis Robertson, citizen (student)

APPROVAL OF JUNE MINUTES

Motion: Ford **second:** Bean

To approve the minutes of the June 8 2007 meeting.

Disposition: Motion passed on voice vote.

OLD BUSINESS

Status of scanner: President Laman asked Stuckle to give a report on the status of the scanner. There seems to be some confusion as to who owns the scanner. Prchal mentioned that the scanner was paid for from museum funds. Until the details are clarified by Sund the issue will be tabled until the next meeting.

Renaissance workshops: Stuckle reported on the workshops being planned. Two separate workshops will be held at City Hall, free and open to the public. The scheduled dates are October 17th for Historic Preservation and October 24th for the Renaissance Zone. October is Archives Awareness Month and the two workshops would tie in well with the promotion.

Document scanning project: President Laman asked Sund how the document scanning project is progressing. Sund reported that the scanning project is finished and reimbursement has been made to Bonnie Johnson for the work done on the project. President Laman asked Sund about a website and server for the project. Sund said he would check with his engineer and see what is available to set up such a website.

NEW BUSINESS

Administration assistant position filled: Stuckle introduced Rod Merkel to the Dickinson Historic Preservation Commission. Merkel has been hired for the administration assistant position, and will work for Stuckle about ten hours a week. Any staff work related to the HPC and/or the Renaissance Zone will be delegated to Merkel as the schedule allows.

Walking tour: Funding for a walking tour was discussed. Stuckle mentioned the matching grant awarded to the CVB for a total of \$10,000 towards publishing a walking tour brochure. Terri Thiel reported that the work and revisions on the walking brochure have to be completed by May 1, 2007, or the funding will be forfeited. The commission discussed a potential revision of the walking tour brochure. It was suggested Travis Bean could work on redesigning a brochure. The discussion included which buildings could be included in the walking tour, and any additional buildings that could be added to the tour. On October 5, the commission will take a walking tour of the downtown area to review any possible issues. Travis bean can prepare an updated map for the walking tour, and have a copy for everyone who is taking the tour. Travis can also get an aerial photo of the tour. The tour is scheduled from 3:00 pm to 5:00 pm on

Thursday, October 5. Members are also asked to bring cameras to take pictures of the buildings and other potential interests. Stuckle mentioned the possibility of placing numbers on the buildings included in the tour. The city of Fargo has done so recently, and many other communities have a similar way of indicating such buildings. There might be grant money available to fund this project. Stuckle also talked about the possibility of guided tours for the downtown area during the 2007 summer season. Those who are interested in a guided tour can call the museum to make arrangements.

CLG workshop: Stuckle brought it to the Commission's attention that there is an upcoming CLG (certified local government) workshop in Bismarck, North Dakota. Stuckle mentioned the cost for those going to the workshop will be covered by grant funding through the city's CLG status. Sund said there is a \$500 allocation to cover expenses for the workshop. Contact Stuckle to RSVP, and after the workshops for reimbursement. President Laman asked Ford to give a report on HPC activities at the CLG workshop.

Renaissance project: Ford mentioned the many downtown buildings that could qualify as Renaissance Zone projects. Emmerich eye center applied for renaissance status and received the funding. Deborah ford said there are other buildings, houses, and property that may qualify for the funding. The HPC could help promote potential projects. Laman will make some phone calls and see what she can find out.

Interns working at the museum: Stuckle updated the commission regarding interns working at the museum. One intern is compiling a database of downtown Dickinson businesses. Another intern is researching Dickinson historic buildings and downtown businesses. Stuckle also mentioned a number of researchers that are using the museum for study and research.

Commission vacancy: The commission discussed the need to fill the vacancy within the historic preservation commission and who would be viable candidates. Ford mentioned a few names that may be interested. She will make some contacts and see if they are interested in a seat on the commission.

MEETING ADJOURNED AT 5:05 PM

Motion: Ford **second:** Prchal

Next meeting: Thursday, October 5, 2006 3:00 pm. Walking tour of downtown Dickinson

Minutes submitted by:

Rod Merkel
Administrative Assistant

Agenda
Dickinson Historic Preservation Commission
November 9, 2006
Joachim Museum

Call to Order

Approval of September Minutes

Old Business

1. Community workshops and media promotion
2. Walking tour and grant from State Historical Society and Dickinson CVB
3. Other

New Business

1. Next goal from CLG planning retreat
2. Terms expiring and potential new members
3. Other

Adjourn

Next Meeting: 4:00 p.m.; December 14, 2006; Joachim Museum