

Agenda
Dickinson Historic Preservation Commission
January 11, 2007
Joachim Museum

Call to Order

Approval of September Minutes

Old Business

1. Commission Vacancies
 - a. Meeting schedule
 - b. Commissioners manual
2. Status of on going projects
 - a. Administrative assistant
 - b. Scanning project/Database
 - c. Walking tour
 - d. Others
3. Community workshops and media promotion
4. Other

New Business

1. Pending Renaissance Zone project
2. Next goal from CLG planning retreat
3. Other

Adjourn

Next Meeting: 4:00 p.m.; February 8, 2007; Dickinson Museum Center

DICKINSON HISTORIC PRESERVATION COMMISSION MEETING

January 11, 2007 – Joachim Museum

President Barbara Laman called the meeting to order at 4:02 pm at the Joachim Museum

Commission members in attendance: Barbara Laman, Bruce MacDuffie, Joe Callahan, Aaron Gjermundson, Laurie Yourk, Quita Hartfiel.

Commission members absent: Travis Bean

Others present: Terri Thiel, CVB Director; Danielle Stuckle, Historic Preservationist; Rod Merkel, Preservation Assistant

APPROVAL OF SEPTEMBER MINUTES

Motion: MacDuffie **second:** Laman

To approve the minutes of the September 14 2006 meeting.

Disposition: Motion passed on voice vote.

OLD BUSINESS

Database Project: Stuckle reported on the database project. She updated the new commissioners on how this project has evolved over the last couple of years, and what potential future steps may be. There is interest in connecting data on historic buildings to the City's GIS system, however there are a few logistical problems related to this including the fact that the city has limited survey space and the fact that the data is in a format that requires special software to open. Callahan suggested talking to someone (Terry Boehm) of Kadmas, Lee, and Jackson as they could maybe help.

Walking Tour: Thiel updated the HPC on the progress of the walking tour. An outline has been developed, and the CVB will be hiring some to layout and print the brochure. There will be an opportunity when it warms up to test the tour and get feedback from the commission. Hartfiel mentioned the use of an ad in the North Dakota Travel guide. Stuckle has already arranged to have an ad placed in the publication to promote both the guided and self-guided walking tours. Hartfiel asked how buildings would be identified, if they would have numbers or other identification. Stuckle agreed that this would be a positive development, but will take buy-in from building owners. After a season or two of successful walking tour programming, property owners might be agreeable to placing numbers on their buildings.

Workshops: Stuckle updated the commission on the outcome of the Historic Preservation and Renaissance Zone workshops held in October. Attendance averaged around twelve people per workshop (four total), which was to be expected from a new program. The purpose of the workshops is to help generate interest and promote both historic preservation and the Renaissance Zone. Hartfiel questioned if the workshops are the best way to connect with the public and suggested a column in the paper. Thiel pointed out that such columns often cost money. Stuckle agreed that multiple methods of outreach are necessary, but that the workshops did serve an important purpose and should be held occasionally. Stuckle commented that in her position as Historic Preservationist, she has been instructed help increase the number of National Register properties in the community. Currently the Dickinson Post Office, the Stark County Courthouse, and Dickinson State University are the only properties in town listed on the National Register of Historic Places. Stuckle has heard that a nomination is being written for the Dickinson Public Library, but she is not sure what stage of the process that is in.

NEW BUSINESS

Introduction of New Members and HPC Briefing: Stuckle provided all six of the attending commissioners with a three ring binder that includes information related to the HPC including: mission and brief organizational history, calendar, contact information, past projects, the mission and goals from the 2004 planning retreat, the ordinance that created the HPC, the agreement that gives the HPC Certified Local Government (CLG) status, and other information. Commissioners will periodically receive updates to their binder as more information becomes available. One item being worked on is resource materials and a general handbook about preservation and the National Register. Meeting times were also discussed. The HPC is required to meet a minimum of four times a year. They generally meet the second Thursday of the month. Laman asked the commission how often they felt meetings were needed. Callahan suggested maintaining the traditional monthly meeting schedule, at least until the new commissioners became more familiar with their roles.

Election of Officers:

Motion: Callahan **second:** MacDuffie

To nominate Laman for a second term as president/chair of the commission. There were no other nominations, Laman expressed her interest in having someone else take over this role, but accepted the position as the new commissioners felt uncomfortable taking on the position.

Disposition: Motion passed on voice vote.

Motion: Callahan **second:** Yourk

To nominate MacDuffie for vice-president/vice-chair of the commission. There were no other nominations, and MacDuffie accepted the nomination.

Disposition: Motion passed on voice vote.

Renaissance Zone Update: Stuckle informed the Commission that there is a pending Renaissance Zone application for TMI. They are looking at expanding their current facility into a vacant lot, and no historic buildings will be affected by the project.

Southwest North Dakota Tourism Conference: Stuckle informed the Commissioners of the upcoming tourism conference on January 23, 2007. The conference will be held at the Days Inn, and is sponsored by the Roosevelt-Custer Regional Council. For more information, contact Deb Kantrud at 483-1241. Commissioners are encouraged to attend this conference, and Stuckle will send a PDF file of the brochure to everyone so they have more information about the sessions offered.

MEETING ADJOURNED AT 5:20 PM

Motion: Yourk **second:** Hartfiel

Next meeting: Thursday, February 8, 2007 4:00 pm. Joachim Museum

Minutes submitted by:

Rod Merkel
Administrative Assistant

Agenda
Dickinson Historic Preservation Commission
March 8, 2007
Dickinson Museum Center (Joachim Museum)

Call to Order

Approval of January Minutes

Old Business

1. Upcoming projects/CLG grant
2. Other

New Business

- 1.
2. Next goal from CLG planning retreat
3. Preservation Month
 - a. Exhibits
4. Recently Approved and Pending Renaissance Zone projects
5. Other

Adjourn

Next Meeting: 4:00 p.m.; April 12 2007; Dickinson Museum Center

DICKINSON HISTORIC PRESERVATION COMMISSION MEETING

March 8, 2007 – Joachim Museum

President Barbara Laman called the meeting to order at 4:05 pm at the Joachim Museum

Commission members in attendance: Barbara Laman, Bruce MacDuffie, Joe Callahan, Aaron Gjermundson, and Quita Hartfiel.

Commission members absent: Travis Bean and Laurie Yourk

Others present: Terri Thiel, CVB Director; Danielle Stuckle, Historic Preservationist

APPROVAL OF JANUARY MINUTES

Motion: Callahan *second:* Hartfiel

To approve the minutes of the January 11, 2007 meeting.

Disposition: Motion passed on voice vote.

APPROVAL OF SPECIAL MEETING MINUTES [FEBRUARY]

Motion: Callahan *second:* MacDuffie

To approve the minutes of the Special Meeting in February.

Disposition: Motion passed on voice vote.

OLD BUSINESS

Review of February's Special Meeting: Stuckle reviewed the special meeting and reported on the status of the grant application. The special meeting was held to approve the 2007 grant application for CLG funding. Announcements regarding funding might be made mid-March. Stuckle reviewed the projects applied for including administrative funding, and funding for educational opportunities such as Preservation North Dakota's annual meeting in Minot in May; the CLG workshop in Walsh County in September, and the national preservation conference in St. Paul in October.

Walking Tour: Thiel updated the HPC on the progress of the walking tour. The outline is under development, and the brochure will be printed in April. They will be available for Preservation Month in May. Laman thanked Thiel for all her effort towards the completion of this project.

NEW BUSINESS

Review of Goals: The HPC reviewed progress on goals and the current focus of the commission. The goal to survey, identify, and designate historic properties in Dickinson was identified as a priority, especially to develop a local designation process and to conduct an in-depth architectural survey. Stuckle will provide information to the HPC regarding similar programs in other communities. Stuckle also mentioned it was possible to have SHPO make a presentation to the commission.

Preservation Month: Stuckle reported to the commission that there will be exhibits on the history of downtown buildings at City Hall in May and at the Dickinson Museum Center this summer. There will also be a series of activities planned for May such as walking tours, and press releases to publicize preservation efforts in the area.

Renaissance Zone Update: Stuckle informed the Commission that recently a Renaissance Zone application for TMI was approved. There is a pending application for a building adjacent to American Bank Center. The property is owned by American Bank Center, but is a distinct project from their first Renaissance Zone project.

MEETING ADJOURNED AT 5:00 PM

Motion: Laman *second:* Callahan

Next meeting: Thursday, April 12, 2007 4:00 pm. Joachim Museum

Minutes submitted by:

Danielle Stuckle

Historic Preservationist

Agenda
Dickinson Historic Preservation Commission
April 12, 2007
Dickinson Museum Center (Joachim Museum)

Call to Order

Approval of March Minutes

Old Business

1. Upcoming projects/CLG grant Update
2. Walking tour development
3. Local Landmark Designation Process
4. Preservation Month Update
 - a. Library event in conjunction with grand opening and application for National Register
 - b. Walking tour
 - c. Exhibits
5. Other

New Business

1. Preservation Month
 - a. News on the Preservation North Dakota annual conference in Minot—May 4, 5, and 6th
2. Recently Approved and Pending Renaissance Zone projects
 - a. American Bank Center approved
3. Other

Adjourn

Next Meeting: 4:00 p.m.; May 10, 2007; Dickinson Museum Center

DICKINSON HISTORIC PRESERVATION COMMISSION MEETING

April 12, 2007 – Joachim Museum

President Barbara Laman called the meeting to order at 4:05 pm at the Joachim Museum

Commission members in attendance: Barbara Laman, Joe Callahan, Aaron Gjermundson, and Travis Bean.

Commission members absent: Bruce MacDuffie, Quita Hartfiel, and Laurie Yourk

Others present: Terri Thiel, CVB Director; Danielle Stuckle, Historic Preservationist, Rod Merkel
Administrative Assistant

APPROVAL OF MARCH MINUTES

Motion: Callahan *second:* Bean

To approve the minutes of the March 8, 2007
meeting.]

Disposition: Motion passed on voice vote.

OLD BUSINESS

CLG Grant Funding: Stuckle updated the HPC on the progress of the CLG grant funding. A grant of \$22,504 was awarded to the Dickinson Certified Local Government (CLG). Funds are to support administration cost (match \$9820 plus federal \$4160) up to a total of \$13,980. Education & training to the amount (match \$4970 plus federal \$3,554) of \$8,524. Total grant amount is \$22,504. Stuckle will get time sheets from HPC members, which this cost will be applied to matching funds.

Walking Tour: Thiel updated the HPC on the progress of the walking tour. The brochure is being printed and will be ready for distribution by the April 30 deadline. Thiel presented to the commission members copies of the brochure layout. Brochure will be distributed and displayed in rest areas throughout the I-94 corridor in North Dakota. Thiel also mentioned an ad placed in the Travel Guide-North Dakota Legendary 2007 promoting 125 Years of Dickinson History.

Exhibits: Stuckle reported of the status of summer exhibits. Exhibits are progressing quite well and will be ready for display around the middle of May.

Events: Stuckle updated HPC on promoting museum projects during special events. Stuckle mentioned, if possible, she would schedule special events once a week. A reception at the library to highlight local National Register projects and Walking Tours for special events will increase public awareness.

NEW BUSINESS

President Barbara Laman congratulated Danielle Stuckle for her appointment to the North Dakota Preservation Board.

Preservation Month: Stuckle reported to the Commission on the Preservation North Dakota annual conference in Minot, May 4, 5, and 6. Stuckle did not have all the available information and when she does receive it, she will e-mail the information to the HPC members. President Laman asked Stuckle if there is funding available for HPC members to attend the conference. Stuckle will do some checking and notify members on funding available for the Minot Conference.

Renaissance Zone Update: Stuckle informed HPC members the Renaissance Zone project is approved for American Bank Center and is going well. There are two separate properties/projects by American Bank Center within the Renaissance Zone project area.

Other Projects: Stuckle mentioned putting together and designing a template to assist the HPC members in developing a local landmark designation program. Administration Assistant Rod Merkel will work on this project throughout the summer.

MEETING ADJOURNED AT 4:46 PM

Motion: Callahan *second:* Bean

Next meeting: Thursday, May 10, 2007 4:00 pm. Meet at Badlands Brew-Walking Tour

Minutes submitted by:

Rod Merkel

Administration Assistant

Agenda
Dickinson Historic Preservation Commission
September 13, 2007
Dickinson Museum Center (Joachim Museum)

Call to Order

Approval of April Minutes

Old Business

1. Local Landmark Designation Update
2. Other

New Business

1. Recently Approved Renaissance Zone projects
 - a. Elks Re-approval
2. CLG workshop in Edinburg—September 22
3. Other

Adjourn

Next Meeting: 4:00 p.m.; October 11, 2007; Dickinson Museum Center

DICKINSON HISTORIC PRESERVATION COMMISSION MEETING

September 13, 2007 – Dickinson Museum Center (Joachim Museum)

President Barbara Laman called the meeting to order at 4:20 pm at the Joachim Museum

Commission members in attendance: Barbara Laman, Bruce MacDuffie, Laurie Yourk, and Travis Bean.

Commission members absent:, Aaron Gjermundson, and Quita Hartfiel.

Others present: Terri Thiel, CVB Director; Danielle Stuckle, Historic Preservationist

APPROVAL OF APRIL MINUTES

Motion: Bean **second:** Yourk

To approve the minutes of the April 12, 2007 meeting.

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Disposition: Motion passed on voice vote.

OLD BUSINESS

Walking Tour: Laman requested that the minutes reflect Historic Preservation Commission participated in a walking tour in May. There was no business conducted, and no minutes kept, but a quorum was present. She also thanked Thiel for her work on the walking tour brochure, the rest of the attending commissioners added their thanks and support for the project. Thiel updated the HPC on the progress of the walking tour. The brochure was printed at the end of April, and available for the summer season. She also discussed the success of the guided tours held by the Dickinson Museum Center throughout the summer of 2007. Most groups were small (2 to 4 people), although there were a few larger groups that participated as well. The largest group consisted of 50 students from the college. Some businesses along the tour have expressed interest in being available to small tour groups so people could see the inside of the building as well (Mackoff Kellog, American State Bank).

Local Landmarks Designation: Stuckle reported on the status of the Local Landmarks process. A draft of the program was made available to commissioners. Stuckle will be doing a great deal of revising to this rough draft as it is lengthy. It is based on what other communities are doing, but needs to be tailored more towards the needs of Dickinson. The draft was made available so commissioners could see progress was being made on the project, and so they had an opportunity to comment throughout the process. Another draft should be ready for the next meeting.

NEW BUSINESS

Renaissance Zone Update: Stuckle informed HPC members the Renaissance Zone project for the Elks building was re-approved and progress on that project will be moving forward in September. The developer is also pursuing National Register status for the building.

CLG Workshop: Stuckle informed the commissioners of the topics for the upcoming CLG workshop in Edinburg. A variety of speakers have been lined up, and commissioners are encouraged to attend if they are available.

MEETING ADJOURNED AT 4:50 PM

Motion: Yourk **second:** Bean

Next meeting: Thursday, October 11, 2007 4:00 pm.

Minutes submitted by:

Danielle Stuckle

Historic Preservationist

Agenda
Dickinson Historic Preservation Commission
October 11, 2007
Dickinson Museum Center (Joachim Museum)

Call to Order

Approval of September Minutes

Old Business

1. Report on 2007 CLG workshop (Edinburg, September 22)
2. Local Landmark Designation Update
3. Other

New Business

1. Pending National Register Nomination
 - a. Elks Building
2. Report on Walking Tours
 - a. \$50 donation
 - b. Potential DSU student project to expand tour media
3. Potential new member—Jon Brudvig
4. Other

Adjourn

Next Meeting: 4:00 p.m.; November 8, 2007; Dickinson Museum Center

Dickinson Historic Preservation Commission

October 11, 2007

Dickinson Museum Center (Joachim Museum)

President Barbara Laman called the meeting to order at 4:30pm at the Joachim Museum.

Commission members in attendance: Barbara Laman, Bruce MacDuffie, Laurie Yourk, and Travis Bean.

Commission members absent: Aaron Gjermundson, and Quita Hartfiel.

Others present: Jon Brudvig, Danielle Stuckle, Executive Director of the Dickinson Museum Center; Jessica Magnuson, Museum Assistant; and Casey [student]

Approval of September Minutes

Motion: Bean *Second:* MacDuffie

Disposition: Motion passed on voice vote.

OLD BUSINESS:

Report on the 2007 CLG workshop (Edinburg, September 22): The Dickinson area was well represented; Bruce MacDuffie, his wife Lee, Jessica Magnuson, and Danielle Stuckle were present. MacDuffie reported that there was a thorough presentation on heritage tourism, and the town of Edinburg is very proud of its community and reported the manner of the historic lighting and handsome park. The oxcart trail was the highlight of the event, a place that was recently placed on the National Register. There was even a real ox and cart present for the occasion. The owner of the ox and cart intends to make a trip across Minnesota next summer.

Local landmark update: Stuckle plans on having further revisions made, and an electronic copy to be presented at the next meeting, if possible.

NEW BUSINESS:

Approval of Elks Building: Review was made of the application and criteria regarding the National Register Nomination of the Elks Building. Laman suggested the commission should approve of the nomination. Stuckle recommended that the commission needs to specify which, if all or any, criteria it supports.

Motion: MacDuffie *Second:* Yourk

To approve the Elks building for nomination on both criteria A, historical and criteria C, architectural, as proposed in the nomination as written.

Disposition: Motion passed on voice vote.

Walking Tours: Stuckle informed the committee that the tour guides received tips for some of the tours they gave. As it is against museum policy for them to keep tips, the tips are kept in a separate fund to be used specifically for the benefit of the tour guides (such as having a pizza party at the end of the season for staff appreciation). Not only do

the tour guides occasionally receive tips, but the commission also received a \$50 donation for the tours.

DSU student Kyle Thiel, via Theodore Roosevelt Service Learning Project, is developing a project using a PDA device to develop a more informative walking tour. The project is still in experimental stages and Kyle plans to meet with Danielle at the end of the month. Jon Brudvig informed the committee that Kyle is designing his own program which could involve videos, sound and all manner of other information.

Potential Commission Member: Jon Brudvig introduced himself and expressed interest in working with the commission. He has submitted an application to be appointed to the Historic Preservation Commission, which is on the City Commission agenda for October 15th. Stuckle anticipates it will be approved without any problems.

Brochures: Stuckle informed the commission about the new brochures available on the museum's website regarding researching local buildings, Renaissance Zone, and the National Historic Register. She will be sending them to the Planning and Zoning Commission and other interested entities. Laman voiced her appreciation for the work on the brochures.

Hutmacher Project: Stuckle also informed the commission of the work going on out at the Hutmacher site. They are experimenting with different mortar combinations to see what works, and the site is being visited as noticed by the number of brochures which are reprinted. A consultant has given advice on building restoration and extensive renovations. This winter will be an experiment and family members have been giving anecdotal advice. The roof is a concern, Killdeer mountain battlefield, quarry, all are to be promoted as a group out in the area. There are also plans to have an exhibit at the Dickinson Museum regarding the Hutmacher site.

MEETING ADJOURNED AT 5:05pm

Next Meeting: 4:30pm, November 8th, 2007; Dickinson Museum Center

Agenda
Dickinson Historic Preservation Commission
December 13, 2007
Dickinson Museum Center (Joachim Museum)

Call to Order

Approval of October Minutes

Old Business

1. Local Landmark Designation Update
2. Other

New Business

1. Report on pending National Register Nomination
 - a. Elks Building
2. Report on Preservation North Dakota/Hutmacher site
3. Report on Pending Renaissance Zone Application
 - a. Pending application
 - b. Progress of approved projects
 - c. Potential meeting
4. Discussion of Projects for 2008 grant funding
5. Staff News
 - a. Rod Merkel
 - b. City Position
6. Other

Adjourn

Next Meeting: 4:00 p.m.; January 10, 2008; Dickinson Museum Center

Dickinson Historic Preservation Commission

December 13, 2007 – Joachim Museum

President Barbara Laman called the meeting to order at 4:30 pm at the Joachim Museum.

BOARD MEMBERS IN ATTENDANCE: Barbara Laman, Travis Bean, Aaron Gjermundson, Jon Brudvig

BOARD MEMBERS ABSENT: Bruce MacDuffie, Laurie Yourk, Quita Hartfiel

OTHERS PRESENT: Jessica Magnuson, Danielle Stuckle, Executive Director, Dickinson Museum Center; Terri Thiel, Executive Director, Dickinson CVB.

APPROVAL OF NOVEMBER MINUTES

Motion: Gjermundson **Second:** Travis

To approve the minutes of the November 17, 2007 meeting as read.

Disposition: Motion passed on voice vote

OLD BUSINESS

Local Landmark: Stuckle presented a revised outline for the nomination forms, to encourage more local involvement as national registration forms often intimidate many people. The HPC could approve of local landmarks, and offer consideration of further recommendations for the National Register. Forms are to be considered and reviewed, and feedback encouraged. Stuckle wishes to have HPC approval of the program and implementation by this coming May.

NEW BUSINESS

Elks: Danielle Stuckle reported that the Elks building has been stabilized and the developer intends to move on with the projects. A spark which smoldered in the wall was determined to be the cause of the fire. Stuckle will have further updates after January, when the National Register nomination will be reviewed by the State Preservation Review Board.

Hutmacher Site: PND is working on fundraising specifically for the Hutmacher site. Work at the site will resume in May.

Renaissance Zone: There is one pending application, the Mackoff Kellogg building. There have been some mixed feelings towards the proposed demolition of this structure, and it was seen as an opportunity to educate the public as to what being involved in the Renaissance Zone and/or on the National Historic Register involves and is limited to. Currently, the Mackoff Kellogg building is not listed on the National Historic Register. Being involved does not limit the rights of private property ownership. The Planning and Zoning commission would like to see a report on the progress of the approved projects in the Renaissance Zone, so Stuckle will be reporting on this early in 2008. There is a one day conference to be held in Bismarck planned for February on Renaissance Zones.

CLG Grant Funding: Nothing needs to be submitted until February, and funding will assist in helping with city employment and educational workshops. Architectural survey possible; open for discussion.

Staff News:

- A. City Position – There were 47 applications for the museum assistant position. The civil service determines who is being interviewed.

- B. Rod Merkel – Rod has accepted the curator position at the Dunn County Historical Society and Museum and has also been accepted onto the board for Preservation North Dakota.

Kyle Thiel: Developed a GPS unit for the historic downtown walking tour. It can be hand-held or played through a car's radio as a user drives along. Kyle developed a user-guide and is working on a cost assessment for the device. Local radio voice 'Wild Bill' narrates the program.

MEETING ADJOURNED AT 4:50 pm

Next meeting: 4:00pm; January 10, 2008; Joachim Museum