

**Agenda**  
**Dickinson Historic Preservation Commission**  
January 15, 2009  
Dickinson Museum Center (Joachim Museum)

**Call to Order**

**Approval of April and December Minutes**

**Old Business**

1. Local Landmark Designation Nomination Approvals
  - a. Stark County Court House
  - b. Dickinson Post Office
  - c. Dickinson State University—Campus Buildings
  - d. Historic Elks Building
  - e. Dickinson Public Library
2. Update on the 2008 CLG grant projects
  - a. Administration
  - b. Education
  - c. National Register Nomination
3. Other Business

**New Business**

1. 2009 CLG grant projects—Approval Needed
  - a. Administration—Staffing, travel/training/workshops
  - b. Education—CLG workshop
  - c. Survey project for 2009 CLG grant funding
2. Election of new Commission Vice-Chair (over looked at December's meeting)
3. Other Projects:
  - a. Development of Design Guidelines
  - b. District Nomination for 2010 CLG grant funding
  - c. Potential preservation conference in 2010
4. Other Business

**Adjourn**

**Next Meeting:** 9:00 a.m., February 19, 2009, Dickinson Museum Center

## **Dickinson Historic Preservation Commission**

January 22, 2009 – Dickinson Museum Center (Joachim Museum)

Chair Laurie Yourk called the meeting to order at 9:10 a.m.

**COMMISSION MEMBERS IN ATTENDANCE:** Laurie Yourk, Bruce MacDuffie, Stacie Varnson, Jon Brudvig

**COMMISSION MEMBERS ABSENT:** Quita Hartfiel

**OTHERS PRESENT:** Danielle Stuckle, Director, Dickinson Museum Center; Emily Bradbury, Museum Assistant, Dickinson Museum Center; Bob Allen, citizen member; Terri Thiel, Executive Director, Dickinson CVB

### **APPROVAL OF APRIL MINUTES**

**Motion:** Brudvig      **Second:** Varnson

To approve the minutes of the April 10, 2008 meeting as read.

**Disposition:** Motion passed on voice vote without dissent.

### **APPROVAL OF DECEMBER MINUTES**

**Motion:** Varnson      **Second:** Yourk

To approve the minutes of the December 18, 2008 meeting as read.

**Disposition:** Motion passed on voice vote without dissent.

### **OLD BUSINESS**

#### **Local Landmark Designation Nominations:**

**Motion:** Varnson      **Second:** MacDuffie

To approve the Local Landmark Designation nomination of the Stark County Court House based on historical and architectural significance.

**Disposition:** Motion passed on voice vote without dissent.

**Motion:** Varnson      **Second:** Brudvig

To approve the Local Landmark Designation nomination of the Dickinson Post Office based on historical significance.

**Disposition:** Motion passed on voice vote without dissent.

**Motion:** Brudvig      **Second:** Varnson

To amend the Local Landmark Designation nomination for the Dickinson State University campus to add that the proposed landmark has architectural significance as an established or familiar visual feature of Dickinson due to its unique location or its singular physical characteristics.

**Disposition:** Motion passed on voice vote without dissent.

**Motion:** Varnson      **Second:** MacDuffie

To approve the Local Landmark Designation nomination as amended of the Dickinson State University campus based on historical and architectural significance.

**Disposition:** Motion passed on voice vote without dissent.

**Motion:** Varnson      **Second:** MacDuffie

To approve the Local Landmark Designation nomination of the Historic Elks Building based on historical significance.

**Disposition:** Motion passed on voice vote without dissent.

**Motion:** Varnson      **Second:** MacDuffie

To approve the Local Landmark Designation nomination of the Dickinson Public Library based on historical and architectural significance.

**Disposition:** Motion passed on voice vote without dissent.

**Update on 2008 CLG Grant Projects:** Stuckle reported that the education project has been fulfilled by commissioners attending the CLG workshop in Devils Lake. Stuckle also reported that she is working on finishing the National Register nomination for The Dickinson Agricultural Research Center (residence) which should hopefully go before the State Review Board in April. Stuckle also stated that it has been a challenge to fulfill the administration part of the grant which was to pay for a part-time staff person.

**Meeting Time and Date:** Yourk stated the new meeting time for the Historic Preservation Commission will be the 3<sup>rd</sup> Thursday of the month at 9:00 am at the Dickinson Museum Center.

**Other:** MacDuffie stated that the Human Relations Commission is interested in learning more about the history and relationship of different ethnic groups in SW North Dakota. He invited anyone interested to attend their meeting, the 3<sup>rd</sup> Friday of the month at city hall.

#### **NEW BUSINESS**

**2009 CLG Grant Projects:** Stuckle reviewed the CLG grant projects for 2009. The administration project will be for staffing and staff training. There is a National Trust leadership workshop in South Dakota that Stuckle would like to attend. The education project will be to send commissioners to the annual CLG workshop. The other project for 2009 will be a survey of downtown Dickinson. Stuckle stated that she still needs to get cost estimates for the projects.

**Motion:** Brudvig      **Second:** Varnson

To approve the 2009 CLG grant projects as listed and discussed.

**Disposition:** Motion passed on voice vote without dissent.

**Election of New Commission Vice-Chair:** Yourk was elected as the commission chair at the December meeting, leaving the vice-chair position vacant. Filling that position was overlooked at the December meeting.

**Motion:** MacDuffie      **Second:** Brudvig

To nominate Stacie Varnson as vice-chair of the commission to fill the position vacated by Laurie Yourk who is now the chair.

**Disposition:** Motion passed on voice vote without dissent.

**Other Projects:** Stuckle stated that she would like to work on developing design guidelines for downtown Dickinson and as a future CLG grant project, to nominate a historic district in Dickinson as a follow-up to the 2009 survey. Stuckle also reported that the 2010 Preservation North Dakota conference is scheduled to be in Dickinson.

#### **Adjourn:**

**Motion:** Brudvig      **Second:** Varnson

To adjourn the meeting.

**Disposition:** Motion passed on voice vote without dissent.

**MEETING ADJOURNED AT 10:10 a.m.**

**Next meeting:** 9:00 a.m., February 19, 2009, Dickinson Museum Center

**Agenda**  
**Dickinson Historic Preservation Commission**  
February 19, 2009  
Dickinson Museum Center (Joachim Museum)

**Call to Order (and Introductions)**

**Approval of January Minutes**

**Old Business**

1. Grant updates:
  - a. Update on the 2008 CLG grant projects
  - a. Update on the 2009 CLG grant projects
2. Other Business

**New Business**

1. New Commissioner: Robert Allan
2. Other Project Updates:
  - a. Development of Design Guidelines
  - b. District Nomination for 2010 CLG grant funding
  - c. Potential preservation conference in 2010
3. Historic Preservation Month in May: projects/programs?
4. Other Business

**Adjourn**

**Next Meeting:** 9:00 a.m., March 19, 2009, Dickinson Museum Center

## **Dickinson Historic Preservation Commission**

February 19, 2009 – Dickinson Museum Center (Joachim Museum)

Chair Laurie Yourk called the meeting to order at 9:05 a.m.

**COMMISSION MEMBERS IN ATTENDANCE:** Laurie Yourk, Bruce MacDuffie, Stacie Varnson, Jon Brudvig, Robert Allen

**COMMISSION MEMBERS ABSENT:** Quita Hartfiel

**OTHERS PRESENT:** Danielle Stuckle, Director, Dickinson Museum Center; Emily Bradbury, Museum Assistant, Dickinson Museum Center; Terri Thiel, Executive Director, Dickinson CVB

### **APPROVAL OF JANUARY MINUTES**

**Motion:** Varnson      **Second:** Brudvig

To approve the minutes of the January 22, 2009 meeting as read.

**Disposition:** Motion passed on voice vote without dissent.

### **OLD BUSINESS**

**Update on 2008 CLG Grant Projects:** Stuckle reported that there is just some final paperwork that needs to be turned into the State Historical Society to finish up the 2008 projects and the National Register nomination for The Dickinson Agricultural Research Center (residence) is about finished and will be turned in the next week or so.

**Update on 2009 CLG Grant Projects:** Stuckle reported that the CLG grant projects for 2009 discussed at the last meeting have been turned in to the State. The administration project will be for staffing and staff education. The education project will be to send commissioners to the annual CLG workshop. The other project for 2009 will be a survey of downtown Dickinson. Stuckle stated that it will probably be May or June before she hears back from the State about approval of the grant projects.

### **NEW BUSINESS**

**New Commissioner:** Robert Allen has been approved by both the State Historical Society and the Dickinson City Commission to serve on the commission. Yourk also informed the commission that she will be moving to St. Cloud, MN after she retires in May and will have to leave the commission when that occurs. Stuckle stated there is currently still 1 open position on the commission and when Yourk leaves there will be 2.

**Other Project Updates:** Stuckle stated that she will be working on developing design guidelines for downtown Dickinson in the upcoming months. She also reminded the commission that she would like to nominate a historic district in Dickinson as a 2010 CLG grant project after the survey project.

**Preservation Conference in 2010:** Stuckle reported that the 2010 Preservation North Dakota conference is scheduled to be in Dickinson. Stuckle will be sending monthly planning progress reports to PND and she'll send them to the commissioners as well to keep everyone up to date. Stuckle stated that for possible themes she was thinking of contacting local realtors about being involved or possibly going back to the basics of historic preservation.

**Historic Preservation Month:** Brudvig suggested contacting the schools about doing possible programs related to historic preservation at the schools in May, possibly utilizing a SEND trunk from the State Historical Society or develop something similar. Stuckle also stated

that she will send press releases about the Local Landmark Program and the buildings recently approved by the commission.

**Other:** Several commissioners stated that they would not be available at the regular March meeting time due to DSU's spring break. It was decided to move the March meeting to the following week, March 26, at 9:00 a.m.

**Adjourn:**

**Motion:** Varnson      **Second:** Allen

To adjourn the meeting.

**Disposition:** Motion passed on voice vote without dissent.

**MEETING ADJOURNED AT 9:35 a.m.**

**Next meeting:** 9:00 a.m., March 26, 2009, Dickinson Museum Center

**Agenda**  
**Dickinson Historic Preservation Commission**  
March 26, 2009  
Dickinson Museum Center (Joachim Museum)

**Call to Order (and Introductions)**

**Approval of February Minutes**

**Old Business**

1. Grant updates:
  - a. Update on the 2008 CLG grant projects
  - a. Update on the 2009 CLG grant projects
2. Other Business

**New Business**

1. Other Project Updates:
  - a. Development of Design Guidelines
  - b. District Nomination for 2010 CLG grant funding
  - c. Preservation conference in 2010
2. Historic Preservation Month in May: projects/programs?
3. Other Business

**Adjourn**

**Next Meeting:** 9:00 a.m., April 16, 2009, Dickinson Museum Center

**Agenda**  
**Dickinson Historic Preservation Commission**  
April 23, 2009  
Dickinson Museum Center (Joachim Museum)

**Call to Order**

**Approval of February Minutes** [No March meeting due to lack of quorum]

**Old Business**

1. Historic Preservation Month--May
  - a. Classroom programs—volunteers
  - b. Discussion of possible lesson plans/curriculum
2. Preservation North Dakota Conference 2010
  - a. Information on upcoming 2009 conference
  - b. Theme
  - c. Locations
  - d. Speakers
  - e. Advertising—postcards ready for 2009 conference (save the date cards)
3. Other Business

**New Business**

1. Election of new Chairperson
2. Other Business

**Adjourn**

**Next Meeting:** 9:00 a.m., May 21, 2009, Dickinson Museum Center

## **Dickinson Historic Preservation Commission**

April 23, 2009 – Dickinson Museum Center (Joachim Museum)

Vice-chair Stacie Varnson called the meeting to order at 9:05 a.m.

**COMMISSION MEMBERS IN ATTENDANCE:** Bruce MacDuffie, Stacie Varnson, Jon Brudvig, Robert Allen

**COMMISSION MEMBERS ABSENT:** Quita Hartfiel

**OTHERS PRESENT:** Danielle Stuckle, Director, Dickinson Museum Center; Emily Bradbury, Museum Assistant, Dickinson Museum Center

### **APPROVAL OF FEBRUARY MINUTES**

**Motion:** Allen                      **Second:** Brudvig

To approve the minutes of the February 19, 2009 meeting as read.

**Disposition:** Motion passed on voice vote without dissent.

### **OLD BUSINESS**

**Historic Preservation Month:** Stuckle passed around educational materials from the History Channel's Save Our History program that could be used and adapted with local information for school programs in May. Varnson volunteered to help adapt the plans and the other commissioners stated they would be willing to help present the program at the schools. Stuckle will contact the schools and let the commissioners know when she needs people to help make presentations.

**Preservation Conference in 2010:** Stuckle stated the 2009 Preservation North Dakota conference is the first weekend in May and that she will be making "save the date" cards for the 2010 conference to hand out at this year's conference. She also mentioned involving realtors and preservation basics as possible topics/themes for the conference. Brudvig suggested using Partners in Preservation as a promotional theme. Stuckle mentioned that PND tries to hold their conferences in historic buildings, so she is looking into using space at the old Elks building. DSU/May Hall was also suggested as a possibility. Stuckle stated that 150-200 people could possibly attend the conference.

Stuckle stated she has several ideas for possible speakers and topics for the conference, including heritage landscaping, Gordon LaFrance and the Renaissance Zone, and the Hutmacher site. She also mentioned that some staff from the SHSND will probably have topics to present. There was discussion about other possible speakers including Clay Jenkinson or Sharon Kilzer, Darrell Dorgan, David Borlaug and Calvin Grinnell. Stuckle stated she will start contacting possible speakers. She also mentioned that the conference usually includes a bus tour, which will possibly involve visiting the Hutmacher site and other sites near it. The Richardton Abbey and the Greek Orthodox church in Belfield were suggested as other possible places that would be interesting to highlight or visit. Stuckle also mentioned that the commission will need to start fundraising to pay for the conference expenses.

### **NEW BUSINESS**

**Election of new chairperson:** Stuckle reported chairperson, Laurie Yourk, has resigned from the commission, so a new chair is needed.

**Motion:** MacDuffie                      **Second:** Brudvig

To nominate and elect current vice-chair, Stacie Varnson, as chair of the commission

**Disposition:** Motion passed on voice vote without dissent.

**Motion:** Allen            **Second:** Brudvig  
To nominate and elect Bruce MacDuffie as vice-chair of the commission.  
**Disposition:** Motion passed on voice vote without dissent.

**Adjourn:**

**Motion:** Brudvig            **Second:** Allen  
To adjourn the meeting.  
**Disposition:** Motion passed on voice vote without dissent.

**MEETING ADJOURNED AT 9:55 a.m.**

**Next meeting:** 9:00 a.m., May 21, 2009, Dickinson Museum Center

**Agenda**  
**Dickinson Historic Preservation Commission**  
July 16, 2009  
Dickinson Museum Center (Joachim Museum)

**Call to Order**

**Approval of April Minutes**

**Old Business**

1. 2009 and 2010 Projects
  - a. Research Center Nomination
  - b. Potential Survey
  - c. Part-time person helping to develop an education program
2. Preservation North Dakota Conference 2010
  - a. Locations
  - b. Speakers
  - c. "History Crawl" program
3. Other Business

**New Business**

1. Other Business

**Adjourn**

**Next Meeting:** Need to reschedule? [9:00 a.m., August 20, 2009, Dickinson Museum Center]

## **Dickinson Historic Preservation Commission**

August 27, 2009 – Dickinson Convention and Visitors Bureau  
Chair Stacie Varnson called the meeting to order at 8:59 a.m.

**COMMISSION MEMBERS IN ATTENDANCE:** Stacie Varnson, Jon Brudvig, Robert Allen

**COMMISSION MEMBERS ABSENT:** Quita Hartfiel, Bruce MacDuffie

**OTHERS PRESENT:** Danielle Stuckle, Director, Dickinson Museum Center; Emily Bradbury, Museum Assistant, Dickinson Museum Center; Ray Ann Kilen

### **APPROVAL OF APRIL MINUTES**

*Motion:* Allen                      *Second:* Brudvig

To approve the minutes of the April 23, 2009 meeting as read.

*Disposition:* Motion passed on voice vote without dissent.

### **OLD BUSINESS**

**2009 CLG Project Contract:** Stuckle stated that the CLG contract for 2009 arrived in July and just needs to be signed by Dennis Johnson. The contract is currently in the museum and once the building is open again, it will be signed and the projects can be started. The 2009 projects need to be completed by September 2010.

**Preservation Conference in 2010:** Stuckle stated that Preservation North Dakota is looking at making some changes to the conference from what has traditionally been done. They are looking at having a paid key-note speaker and then releasing a call for session proposals for the rest of the sessions. Brudvig suggested a session about the DSU Theodore Roosevelt project. Another change will be instead of a formal bus tour of the area, PND is looking at having an “art walk” format event where various sites in the area would be open and people would be able to visit them on their own. The bus tour was a major expense of the conference and this format would help bring down the overall cost of the conference. Varnson stated she recently found out about a new historic preservation program at a college in Massachusetts associated with the Hancock Shaker Village. It was suggested it might be worthwhile to look into developing some sort of relationship with them with interns or participation in the conference.

### **NEW BUSINESS**

**Museum Building Closure:** Stuckle reported that the museum building has been closed since the end of July due to air quality concerns. Two feet of ground water was discovered in the air duct system, which is located underground, and there was the concern of mold being present because of this. Two sump pumps have been permanently installed to drain and keep water out of the air ducts and the down spouts were lengthened to transport the water away from the building. An air quality test is hopefully going to be done on Friday, August 28. It would be a week or so before the test would come back, after which the museum would hopefully be able to be opened.

**City Budget:** Stuckle reported that some changes relating to the HPC were made in the city budget for 2010. In the past \$1000 was allocated for part-time staff to work on projects for the

HPC. Because of the difficulty filling the position and getting quality results, it was decided that all future projects will be contracted out and reimbursed by the state.

**City Department Reorganizing:** Stuckle informed the commission of reorganizing plans city administrator Shawn Kessel has for city departments, particularly combining the library and museum under one director who would oversee both entities. Stuckle stated that the library board has already stated they are opposed to the change. It was suggested that Kessel be invited to a future meeting to discuss this.

**MEETING ADJOURNED AT 9:59 a.m.**

**Next meeting:** Thursday, September 17, 2009, 9:00 a.m., Dickinson Museum Center

**Agenda**  
**Dickinson Historic Preservation Commission**  
November 19, 2009  
Dickinson Museum Center (Joachim Museum)

**Call to Order**

**Approval of Minutes**

**Old Business**

1. Projects
  - a. Survey—call for proposals going out by end of year, work to be done this spring
  - b. Education program—possible design challenge for area students (maybe affiliated w/conference in May?)
2. Preservation North Dakota Conference 2010
  - a. Call for papers issued
  - b. “History Crawl” program
3. Other Business

**New Business**

1. Other Business

**Adjourn**

**Next Meeting:** 9:00 a.m., December 17, 2009, Dickinson Museum Center

## **Dickinson Historic Preservation Commission**

November 19, 2009 – Dickinson Museum Center

Chair Stacie Varnson called the meeting to order at 9:05 a.m.

**COMMISSION MEMBERS IN ATTENDANCE:** Stacie Varnson, Jon Brudvig, Robert Allen

**COMMISSION MEMBERS ABSENT:** Quita Hartfiel, Bruce MacDuffie

**OTHERS PRESENT:** Danielle Stuckle, Director, Dickinson Museum Center; Emily Bradbury, Museum Assistant, Dickinson Museum Center

### **APPROVAL OF AUGUST MINUTES**

*Motion:* Allen                      *Second:* Brudvig

To approve the minutes of the August 27, 2009 meeting as read.

*Disposition:* Motion passed on voice vote without dissent.

### **OLD BUSINESS**

**2009 CLG Projects:** Stuckle stated that the CLG contract for 2009 has been signed. The projects include a survey of downtown, an educational program and attending the CLG workshop. Stuckle stated that she will be sending out a call for proposals to contractors for the survey project by the end of the year with the work to be done in the spring. For the education program, Stuckle reported that Paula Floer who was hired to work on developing lesson plans to use at the schools did not work out. She stated that we could still work on creating lesson plans, but she is looking at creating some type of design challenge for area students to participate in and possibly tying it into the Preservation North Dakota conference in May.

**CLG Workshop:** Stuckle reported that she attended the annual CLG workshop in September. It was held in Fargo and the theme was disaster preparedness. Stuckle stated she served on a panel at the workshop and discussed the recent disasters, the tornado and the museum building, here in Dickinson. While at the workshop, Stuckle reported that the SHSND gave each CLG copies of Preservation Briefs, Tech Notes and a few other preservation resources that they discovered they had multiple copies of. These resources will be kept on the bookshelf in the board room so they are available for the public to use.

**Preservation Conference in 2010:** Stuckle stated that a call for proposals for session ideas for the conference has been sent out. She also stated that the library will be the main location for the sessions. She also reported that instead of a formal bus tour of the area, there will be a “History Crawl” event where various sites in the area will be open and people will be able to visit them on their own. The bus tour was a major expense of the conference and this format would help bring down the overall cost of the conference.

**Museum Building Closure:** Stuckle reported that the air ducts affected by the water have been filled in with concrete and a new air duct system has been installed in the attic space of the museum building. That work was completed in October and the museum was able to open again October 5<sup>th</sup>.

## **NEW BUSINESS**

**Other Business:** Stuckle reported a couple Renaissance Zone projects were approved and completed this year. One was a photography studio and the other was the restaurant Stix n' Twigs.

Stuckle stated that she sent an email to, but will also call Quinta Hartfiel about resigning from the commission since she is never able to attend the meetings. She also stated that the application for Ray Ann Kilen to be on the commission is still pending with the State Historical Society.

***Motion:*** Brudvig            ***Second:*** Allen

To adjourn the meeting.

***Disposition:*** Motion passed on voice vote without dissent.

## **MEETING ADJOURNED AT 9:40 a.m.**

**Next meeting:** Thursday, December 17, 2009, 9:00 a.m., Dickinson Museum Center

**Agenda**  
**Dickinson Historic Preservation Commission**  
December 17, 2009  
Dickinson Museum Center (Joachim Museum)

**Call to Order**

**Approval of Minutes**

**Old Business**

1. Project Updates:
  - a. Survey—call for proposals (review RFP)
  - b. Education program—design challenge press release
2. Preservation North Dakota Conference 2010
  - a. Working with PND to see if we can have a workshop focused on preserving windows. Looking into expense and possible funding sources.
3. Other Business

**New Business**

1. Commission Terms (maximum three consecutive terms) (maximum 7 members):
  - a. Quita Hartfiel—term ends 12-31-09
  - b. Bruce MacDuffie—term ends 12-31-09 (eligible to serve one more term)
  - c. Jon Brudvig—term ends 12-31-2010
  - d. Robert Allan—term ends 12-31-2011
  - e. Stacie Varnson—term ends 12-31-2011
  - f. Architect Position—Open
  - g. Archeologist Position—Open
  - h. Ray Ann Kilen—Approval pending by State Historical Society
2. Other Business

**Adjourn**

**Next Meeting:** 9:00 a.m., January 21, 2010, Dickinson Museum Center