HISTORIC PRESERVATION COMMISSION  
April 12, 2023, at 6:00 pm  
GLOVER STATION SCHOOL  
1625 DeSanctis Place  
River Falls, WI 54022  
AGENDA

CALL HPC/PB MEETING TO ORDER

APPROVAL OF AGENDA/MINUTES  
Minutes of the March 8, 2023, meeting.

HPC MEMBER VOLUNTEER HOUR REPORT

PUBLIC COMMENTS – Non-Agenda Items

HPC DISCUSSION ITEMS
1. Admin Updates  
   a. April 21-22 WAHPC conference in Marshfield  
   b. CLG Grant update
2. Library Exhibit  
3. Glover Station School sign/photos  
4. Next Interpretive sign - “Kinni Bridges”  
5. Promotion and Giveaways

ACTION ITEMS
6. Bylaws and Ethics

CALENDAR
Next Historic Preservation Commission meeting May 10, 2023, in the City Hall Training Room.

ADJOURNMENT

Council members may be in attendance for informational purposes only.  
No official Council action will be taken.

NOTE: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials to be in an accessible location or format may contact City Clerk Amy White at (715)-426-3408 or in person at 222 Lewis Street for accommodations. Requests for accommodations should be made at least three (3) business days in advance of the meeting. Every effort will be made to arrange accommodations.
MINUTES
HISTORIC PRESERVATION COMMISSION (JOINT MEETING WITH PARK BOARD)
March 8, 2023, at 6:00 pm
CITY HALL TRAINING ROOM

HPC Members Present: Heidi Heinze (chair), Jayne Hoffman, Mark Anderson, Julie Huebel, Pam Friede, and Jeff Bjork – Council Rep

HPC Members Absent: N/A

Park Board Members: Melissa Pedrini, Matt Janquart, Brandon Dobbertin, Brenda Gaulke, Patricia LaRue, and Natasha Schaefer

PB Members Absent: Alyssa Mueller (council rep)

Staff Present: Kendra Ellner-Planner; Cindi Danke-Recreation Manager; Brenda Rundle-Recreation Assistant; Erica Ellefson-Public Works Manager; Emily Shively-City Planner; Sam Burns-Planner; and Ellen Massey-Management Analyst Fellow.

Others Present: Sean Downing, Tony Steiner, and Ben Fochs

CALL TO ORDER (JOINT MEETING)
Meeting convened at 6:07 p.m.

HPC MEMBER VOLUNTEER HOUR REPORT
Mark Anderson – 1 hour
Jayne Hoffman - 6 hours

APPROVAL OF MINUTES OF THE January 11, 2023, MEETING
M/ Bjork S/ Hoffman 6-0 motion passes

PUBLIC COMMENTS – Non-Agenda Items

JOINT MEETING DISCUSSION ITEMS

1. The Glen sign
Heinze introduced the context of the HPC member work behind the sign. Ellner mentioned it’s at Public Works ready to be installed. This is the first of many signs that HPC hopes to put around town. HPC and Park Board discussed some details about the size and the funding of the sign. Ellner answered that the sign cost $2,175, funded by the CIP. Ellefson mentioned that vandalism was a concern for the protection of the sign. Park Board and HPC discussed that pursuing a protective coating or cover would be ideal. There was further discussion about when the installation would occur. This discussion transitioned to item #3. There was consensus that the sign could be installed before the official unveiling and there could be a sign made promoting the birthday celebration.
2. **Glover Station School**
Heinze began the discussion about HPC gathering information for Glover School, stating the difficulty for finding photos and creative a narrative. Gaulke mentioned some family names and HPC was thrilled and requested that Park Board connect them with some of the potential families that had went to Glover Station School. HPC would also like to hang a sign in the front of the school, similar to the original school sign that says “Glover Station,” possibly on the triangle or the window above the door. There was a discussion about the size, placement, and color of the sign. There seemed to be a consensus about the sign having a dark burgundy background with the white lettering, stating ‘Glover Station School’, and have it mounted directly on the building. They would revisit this item again at their joint meeting in May.

3. **Glen Park 125th Birthday Party**
The Glen sign discussion folded into the Glen Park 125th Birthday Party item because there was a suggestion that the unveiling could be tied with this celebration. Danke mentioned that the Glen Park Pavilion is challenging to reserve, therefore during the week of a typical Park Board meeting (Wednesday, July 19th from 6-8pm) would be ideal since that is the closest date to the official day when the City signed to buy the park on July 15, 1873. That way it’s its own day and not competing with River Falls Days. The community could be invited for historic slideshow, postcard, free swimming, cake, possibly old-time games, and a ribbon cutting for the Glen sign. Janquart asked about the marketing and promotion of the event. Bjork suggested a Facebook Page to be created. There could be a photo contest, or a Guinness Book of World Records entry for singing ‘Happy Birthday’ to a place. Park Board and HPC agreed to meet again on May 10th to finalize the details of this event such as what to bring, who can participate, maybe purchase merch for the event for both committees.

**ADJOURNMENT**
The joint meeting adjourned at 6:51 p.m.

**CALL TO ORDER HPC Meeting**
Meeting convened at 6:55 p.m.

**HPC DISCUSSION ITEMS**

4. **Admin Updates**
Ellner shared the budget with the group to confirm the current expenditures and remaining budget for the year.

Heinze added that HPC has a vacant spot and there was a conversation with Casi Radford who wanted to join the commission and she is an architect, which would fulfill that role stated in the bylaws. Casi Radford will be reaching out to the Mayor for the request to serve.

Lastly, Ellner asked about the captions that were approved last year for the inside Glen Park Pavilion images and Train Depot at City Hall. Heinze confirmed that she will check in with Hub70 about the status.

5. **Library Exhibit**
Ellner shared the library release form with the group to sign and requested that it would be returned to Alice Olson the Library Aide that is coordinating the display. Hoffman shared that the display will now be slated for May, which works out because it gives HPC more time and it is
Historic Preservation Month. Hoffman discussed that the theme for the display is ‘diverse voices’ and they hope to continue to work with Alice to coordinate.

6. **HPC Presentation to the RF Social Club**

Hoffman shared the activities and dates. Heinze and Huebel mentioned that it was a lot to commit to and hoped that these events could be promoted more publicly. Hoffman expressed confidence that there were many people from the community that are a part of the group therefore it would be good participation. Below are the proposed dates and activities.

- **Lower Library Display** - April 10; Jayne Hoffman, Heidi Heinze and Julie Huebel

- **Topic: River Falls History - The Railroads, Mills and White Pathway.**
  Speakers and guides: Mark Anderson, Jayne Hoffman and Heidi Heinze; Saturday, July 29, 2023, 10:00 AM in the RF City Hall Training Room. A guided walk along the White Pathway will follow the lecture.

- **Topic: The First Families of River Falls.**
  Speaker: Jayne Hoffman, Heidi Heinze; Monday, August 14, 2023 at 6:00 PM in the RF Public Library Community Room.

- **Guided Walk: The First Families of River Falls, A Walk Through History.**
  Guides: Jayne Hoffman, Heidi Heinze; Saturday, August 19, 2023. Meet at the entrance to the Wastewater Treatment Plant at 10:00 for a guided walk to the Foster Cemetery.

7. **CLG Grant Application Update**

Ellner updated the group to celebrate that HPC was awarded a reimbursable $12,000 grant for hiring a consultant to nominate the two individually eligible properties. Ellner mentioned it was a long nine step process therefore she will keep HPC up to date on the steps but Jason Tish the state representative will be in contact to help assist with the process.

8. **Glover Station School sign/photos**

Already discussed during the joint meeting (item #2).

9. **Next Interpretive sign - “Kinni Bridges”**

Tabled for the next meeting.

**ADJOURNMENT**

HPC adjourned at 7:15pm.
HISTORIC PRESERVATION COMMISSION
April 12, 2023
STAFF REPORT

HPC AGENDA ITEMS

1. Admin Updates
   a. April 21-22 WAHPC conference in Marshfield
      The Wisconsin Association of Historic Preservation Commissions (WAHPC) is a statewide association that brings HP Commissioners together to support and learn from peers around the state. This is an educational and professional development conference in Marshfield on April 20-21. Sessions will cover Historic Preservation Plans, local archaeology, CLG grant application, design guidelines and more. More information can be found here: Conference Program - Wisconsin Association of Historic Preservation Commissions (wisconsinahpc.org)

   b. CLG Grant update
      HPC has been awarded $12,000 for the two individual properties requested to be nominated for the National Register.

2. Library Exhibit
   HPC will continue to discuss details of the display exhibit in the library. There are many opportunities to share unheard stories, showcase historic artifacts and create stronger connections with Pierce County Historical Association (PCHA) and the River Falls community. Updates will be shared at the meeting, see details attached.

3. Glover Station School sign/photos
   HPC continues to work on finding historic photos and information for the Glover Station School inside and kiosk. They will discuss frame options for the historic map scans, and they also intend to recreate another outdoor sign, see more information attached.

4. Next Interpretive sign - “Kinni Bridges”
   HPC will discuss the direction for next design theme and locations for the interpretive sign series “Kinni Bridges”. See preview attached.

5. Promotion and Giveaways
   HPC will discuss upcoming promotion items or giveaways to potentially purchase.

ACTION ITEMS

6. Bylaws and Ethics
   HPC will take action on the updated Bylaws and Ethics. City staff will provide a presentation to review the Bylaws and Ethics for HPC members. See Bylaws and Procedures attached.
EXHIBITS:

**Agenda Item #2 – Library Exhibit**

The exhibit is scheduled to be displayed in May and up for at least a year, with the possibility of a more permanent situation.

- Likely a partnership with the Pierce County Historical Association (PCHA). Perhaps HPC can "sponsor" or "host" PCHA, and both logos would be present.
- Possible “share your story” collaboration with the community to share their River Falls memories and stories.

There are 2 display cases upstairs to fill with temporary exhibits that can be changed out periodically. Ideas include:

- Views from the Mound and info on the Walker Farm and Quarry, Walking Tour/Map of the historic Riverfront structures, and Tubbs’ Medicine artifacts.

The lower level has a lot of space to be filled, with the corner stage open area, 6 large cases with glass doors and shelves (6’x4’) 4 tabletops under glass (4’x2’) and 10 wall mounted cases behind glass (4’x1’). Some ideas for exhibits downstairs include:

- Postcard/postmark/mail collection, Main Street, The Mills, The Kinni, The Circus Tragedy, City founders - Powell Brothers, etc. This is also a good opportunity to include some diverse voices from the past with some untold stories of RF history: Native Americans pre-RF settlement, African American families in RF and barber shops, Chinese families in RF and laundries, women in business in RF on Main St. - folk artist Mollie Jenson, and female doctors in town.
Agenda Item #3 – Glover Station School sign/photos

Potential option for the historic map frames

- Custom frames from Wall Bonito: $60 per frame 28 X 36 inches. Variety of colors.

Potential primary sources of information
Potential secondary sources

1915 Rules for Teachers

1. You will not marry during the term of contract.
2. You are not to keep company with men.
3. You must be home between the hours of 8 p.m. and 6 a.m. unless attending a school function.
4. You may not loiter downtown in ice cream stores.
5. You may not travel beyond the city limits unless you have the permission of the chairman of the board.
6. You may not ride in a carriage or automobile with any man unless he is your father or brother.
7. You may not smoke cigarettes.
8. You may not dress in bright colors.
9. You may under no circumstances dye your hair.
10. You must wear at least two petticoats.
11. Your dresses must not be any shorter than two inches above the ankle.
12. To keep the school room neat and clean, you must: sweep the floor at least once daily, scrub the floor at least once a week with hot, soapy water, clean the blackboards at least once a day, and start a fire at 7 a.m. so the room will be warm by 8 a.m.
Potential designs for the signage
GOODBYE to the one-room school house will be said by many youngsters on Friday of this week, like this group of youngsters who showed how they will probably bid goodbye to their teacher, Mrs. McLaughlin and the Glover Station one-room country school this Friday.
**Agenda Item #4 – Next design for Interpretive Sign Series – “Kinni Bridges”**

![Image of Kinnickinnic Bridges]

**Agenda Item #5 – Promotions and Giveaways**

*Poster/postcard option*
CITY OF RIVER FALLS HISTORIC PRESERVATION COMMISSION
BYLAWS AND RULES OF PROCEDURE

The following Bylaws and Rules of Procedure are adopted by the City of River Falls Historic Preservation Commission to facilitate the performance of its duties pursuant to the City of River Falls Municipal Code under Title 17, Chapter 17.76, and Sections 17.76.050 and 17.76.060.

ARTICLE I. MEETINGS

A. Open Meetings - All regular, special meetings and public hearings at which official action is taken shall be open to the general public. The holding of closed sessions would be subject only to the provisions of §19.85, Wisconsin Stats. The agenda shall be published on the City Hall, Library and Police Department bulletin board, and on the City’s website Agenda and Minutes page. The agenda and packet shall be published 5 business days prior to the scheduled meeting stating the date, time and place with a notice on the City’s website online calendar.

B. Regular Meetings - The Historic Preservation Commission shall hold one regular meeting on the 2nd Wednesday of each month beginning at 6 p.m. in the Training Room of City Hall, 222 Lewis St., River Falls, WI 54022 unless otherwise noticed. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Historic Preservation Commission shall, if possible, shall approve a rescheduled date as soon as possible at the same meeting time.

C. Special Meetings - Special meetings may be called by the Chairperson, majority of members of the Historic Preservation Commission or at the request of City Council. All members of the Historic Preservation Commission must be notified at least 24 hours prior to a special meeting stating the purpose, time, location and topics of business that will be considered and whether, if any, topics require action. No other business may be considered except by unanimous consent of the Historic Preservation Commission and then only in compliance with the open meetings law. Minutes from prior meetings are not read at special meetings. Minutes following the special meeting are read and approved at the following regular meeting.

D. Deadline for Public Hearing Items - The Historic Preservation Commission will accept all applications to be heard before it, no later than fifteen (15) working days preceding the regular Historic Preservation Commission meeting. An application may be withdrawn, upon written notice to the Community Development Director, or designee prior to the Historic Preservation Commission meeting. Once an application is withdrawn, it must be re-filed with the Community Development Director, or designee with the City of River Falls, before any Historic Preservation Commission hearing is held. Failure to submit a complete application and/or any required component of the application will result in the case being withdrawn from consideration. Applications placed before the Historic Preservation Commission for its consideration shall be scheduled to be heard at a forthcoming meeting and at such meeting, application presentations will be heard by the Historic Preservation Commission in the order in which they were filed with the Community Development Director or their designee.
E. **Quorum** - Four (4) members of the seven (7) member Historic Preservation Commission shall constitute a quorum for the transaction of business and the taking of official action on all matters. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to a later time. In the event that a public hearing is scheduled for a meeting at which a quorum of the Historic Preservation Commission is not present, thus requiring that the hearing be postponed and rescheduled to a date and time certain that the members of the Historic Preservation Commission will be present shall recess the hearing accordingly. No further notice of the rescheduled hearing shall be published; however, the open meetings law notice of that meeting shall include it as an item of business for the Historic Preservation Commission. No official action of the Historic Preservation Commission may be taken without a quorum present.

F. **Voting** - Voting shall be by voice and recorded as "ayes" or "nays", however, Historic Preservation Commission members may abstain from voting whereas a member identifies a personal conflict of interest. A roll call vote may be demanded by any member of the Historic Preservation Commission. All motions to adjourn into closed session shall require a roll call vote. A written record of the roll call vote shall be kept as part of the Minutes.

The City Attorney and other officials of the City may participate in the Historic Preservation Commission's discussion, but shall not vote, introduce motions, be counted towards quorum or initiate any other parliamentary action.

G. **Conflict of Interest** - In the appearance of fairness, any member of the Historic Preservation Commission who has an interest in any matter that would prejudice his/her official duties shall be excused from any business or transaction and refrain from voting with respect to the matter in question.

H. **Order of Business**

1. **Agenda Items** – A staff member in the Community Development Department shall oversee coordinating the preparation of the public meeting and the agenda which shall be listed in the following order:
   a. Call Historic Preservation Commission Meeting to Order
   b. Approval of Agenda and Minutes
   c. HPC Member Volunteer Hour Report
   d. Public Comments (non-agenda items)
   e. Public Hearing Items [included as necessary]
   f. Discussion Items
   g. Action Items
   h. Calendar
   i. Adjournment

I. **Procedure of Public Hearings**

1. **Public Hearings** - The purpose of a hearing is to collect information in order for the Historic Preservation Commission to develop a recommendation and/or decision. Public hearings
conducted by the Historic Preservation Commission during all regular or special meetings shall be run in an orderly and timely fashion which shall be accomplished by adhering to the following:

a. Motion to open public hearing
b. Chairperson shall state the case to be heard
c. Chairperson shall advise Community Development Director and/or staff to present official report/recommendation
d. Chairperson shall ask individual/group wishing to address the Historic Preservation Commission to state their name(s) and address from the designated area
e. Chairperson shall ask the applicant to present his/her case as a concise statement including questions and/or concerns
f. Chairperson opens case for Public comment for public to state in favor and/or opposed to the proposed change addressed the Historic Preservation Commission
g. Chairperson shall close the public hearing when all public comments have been received
h. Historic Preservation Commission members shall engage in general discussion concerning the matter at hand
i. Action by Historic Preservation Commission

During a public hearing Historic Preservation Commission members may ask questions that will be helpful and ensure that all members understand the opinions being expressed or may answer questions if a member seeks clarification. However Historic Preservation Commission members shall not enter into arguments with speakers or express opinions during the hearing.

2. **Rules of Conduct**—To provide a fair and efficient forum for the conduct of business at regular or special Historic Preservation Commission meetings, the following rules of conduct shall be observed:

a. No person shall address the Historic Preservation Commission without first obtaining the recognition from the Chair outside of the public comment segment without first obtaining the recognition from the Chair. The Chair reserves the right to restrict or prohibit public comments during the Historic Preservation Commission meetings where such commentary is merely disruptive or in the opinion of the Chair will interfere with the orderly conduct of the business of the Historic Preservation Commission.
b. Each person who requests the opportunity to present evidence or opinions to the Historic Preservation Commission
shall be afforded the ability to do so, subject to the permission of the Chair and the rules of the Historic Preservation Commission. In the discretion of the Chair, presentations may be limited to 3 minutes apiece, subject to the exception under c., below.

c. A speaker representing an organization shall be allowed five (5) minutes.

d. In the interest of fairness to the public, statements should be as concise as possible.

e. No person who has been provided with an opportunity to address the Historic Preservation Commission shall be afforded the right to speak again until every other person who wishes to address the Historic Preservation Commission has also been granted his or her initial opportunity to do so and then only with the permission of the Chair, if he or she has something additional to state beyond what was presented during his or her first address to the Historic Preservation Commission shall do so.

f. Chairperson reserves the right to terminate a presentation or ask for final conclusions if comments become excessively repetitive or stray from the issues at hand.

g. The public in attendance at Historic Preservation Commission meetings shall conduct itself in a manner conducive to the undertaking of business by the Historic Preservation Commission. Any failure to maintain decorum or refusal to obey orders of the Chair may result in persons in attendance being asked to leave. At any time the Chair reserves the right to adjourn a meeting in the event of disruptions that interfere with the business of the Historic Preservation Commission.

h. The petitioner or applicant may appear in person or by an agent or attorney. In the absence of an appearance for or against any petition or application, the Historic Preservation Commission may table or take action to deny, authorize, or make a recommendation to deny or grant the petition or application.

i. The petitioner or applicant may appear in person or by an represented agent or attorney with written consent from behalf of the applicant. In the absence of an appearance for or against any petition or application, the Historic Preservation Commission may decide to table, recommend, take action to deny or authorize the petition or application.

3. **Consideration of Matter by Historic Preservation Commission**

   - The Historic Preservation Commission may take the following actions on the matter:
a. Approve the request as presented
b. Approve the request with conditions
c. Table/Adjourn the matter to a future meeting
d. Deny the request as presented

B. **Rules of Procedure** - All meetings of the Historic Preservation Commission shall be governed by these Bylaws. Where the Bylaws do not state otherwise, Historic Preservation Commission meetings shall then be governed by the parliamentary rules and procedures contained in the current edition of *The Standard Code of Parliamentary Procedure*.

## ARTICLE II. ORGANIZATION

A. **Membership** - Historic Preservation Commission members are appointed by the Mayor pursuant to the City charter, as amended, and in accordance with the State Statutes. Membership is accepted as a public service. Except at public meetings of the Historic Preservation Commission, members shall not discuss the resolution of specific cases scheduled or likely to come before the Historic Preservation Commission with applicants, their representatives, or others with a direct interest.

B. **Officers** - The officers of the Historic Preservation Commission shall consist of a Chairperson, Vice-Chairperson and Secretary Council Representative. In the absence of the Chairperson, the Vice-Chairperson shall lead the meeting. In the event that neither the Chairperson nor Vice-Chairperson is present at a meeting, the Historic Preservation Commission shall elect a temporary Chairperson by a majority voice vote of the members present. A City staff member shall be a secretary to the Historic Preservation Commission.

C. **Duties** - The duties and powers of the officers of the Historic Preservation Commission shall be as follows:

1. **Chairperson**
   a. Presides over all meetings of the Historic Preservation Commission and shall act as parliamentarian of the Historic Preservation Commission
   b. Guides the committee and performs such duties as may be ordered by the Historic Preservation Commission
   c. Sign resolutions, communications, and other representations of Historic Preservation Commission action
   d. Sees that all actions of the Historic Preservation Commission are properly taken
   e. Calls special meetings of the Historic Preservation Commission in accordance with these bylaws
f. Works with appropriate City staff in organizing agendas of all general Historic Preservation Commission meetings

2. **Vice-Chairperson**
   a. The Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence

3. **Secretary**
   a. Prepare the agenda and packets
   b. Keep record and organize all data and files
   c. Writes and keeps record of all minutes of Historic Preservation Commission meetings. Posts online and gives drafted originals to the City Clerk to be filed.
   d. Signs all minutes of the Historic Preservation Commission or other official documents on behalf of the Historic Preservation Commission when appropriate.

**ARTICLE III. MISCELLANEOUS**

A. **Amendments** - These Bylaws and Rules of Procedure may be amended at any regular meeting by the Commissioners at any regular meeting by two-thirds (2/3) majority vote of the members of the Historic Preservation Commission, provided notice of the proposed change were submitted in writing at a previous meeting.

B. **Suspension of Rules** - The Historic Preservation Commission may suspend any of these Bylaws or Rules of Procedure by a two-thirds (2/3) vote of those members present.

C. **Review** - The contents of these Bylaws and Rules of Procedure should be comprehensively reviewed, evaluated and modified where necessary at a minimum every five years.

D. **Attendance and Removal** - Upon acceptance of an appointment to the Historic Preservation Commission, each member agrees to abide by City Municipal Code 2.36.030. Per the City Municipal Code, this agreement states that no member shall reach a total number of unexcused absences during a calendar year equivalent to twenty-five (25) percent of the total number of meetings scheduled through that point in time. Upon reaching this number, the member shall be reevaluated to be removed from further service on the Historic Preservation Commission by the Commission, City staff or the City Mayor.

E. **Conflict** - Whenever any conflict occurs between these standing rules and the laws of Wisconsin or ordinances of the City, the State laws and the City ordinances shall prevail.
Adopted this ___ day of ____, 2023.

__________________________________________
Heidi Heinze, Chairman

ATTEST:

__________________________________________
Amy White, City Clerk