CALL HPC/PB MEETING TO ORDER

APPROVAL OF AGENDA/MINUTES
Minutes of the April 12, 2023, meeting.

HPC MEMBER VOLUNTEER HOUR REPORT

PUBLIC COMMENTS – Non-Agenda Items

JOINT MEETING DISCUSSION ITEMS
1. Glen Park Anniversary details
2. Promotional Items (e.g. postcard, shirts etc..)
3. Glover Station signage and inside photos

HPC DISCUSSION ITEMS
4. Kinni Bridges sign
5. Budget update

HPC ACTION ITEMS
6. Bylaws and Ethics

CALENDAR
Next Historic Preservation Commission meeting June 14, 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
April 12, 2023, at 6:00 pm
GLOVER STATION SCHOOL

HPC Members Present: Heidi Heinze (chair), Jayne Hoffman, Mark Anderson, Julie Huebel, Pam Friede, and Jeff Bjork – Council Rep
HPC Members Absent: N/A
Staff Present: Kendra Ellner-Planner, Emily Shively – Assistant Community Development Director

Others Present:

CALL TO ORDER
Meeting convened at 6:01 p.m.

HPC MEMBER VOLUNTEER HOUR REPORT
Heinze – 10 hours
Huebel – 5 hours
Hoffman – 30 hours
Anderson – 1 hour

APPROVAL OF MINUTES OF THE March 8, 2023, MEETING
M/Bjork S/Friede 6-0 motion passes

PUBLIC COMMENTS – Non-Agenda Items
Bjork shared that the Library Board members praised HPC’s work and enthusiasm with the upcoming display. The Library board also received some funding to replace some historic signage downstairs to be cohesive with the space and HPC will work with them to update the narratives.

Bjork also mentioned a resident named Mike Miller and his wife; they have a lot of boxes of artifacts they want to eventually share with the public because the wife is Standish. Bjork stated the importance to highlight families that have strong roots in River Falls and why the community is the way it is. Heinze agreed there are a lot of stories to tell and to continue to make those connections.

Heinze shared the History Advocacy Day experience in Madison on March 22nd. Heinze mentioned there were limited interaction with the state representatives because they were in session for most of the day. Heinze was able to chat with their assistants/staff and they said they would relay the information to the representatives. Heinze told the group that promotional items were given out and she thanked them for their efforts to get funding for the history commissions. Heinze noted the importance of acknowledging other regions in WI for the local
DISCUSSION ITEMS
1. Admin Updates
   a. April 21-22 WAHPC conference in Marshfield
   Heinze mentioned she will be attending the conference and described some details. Heinze declared that it’s an opportunity for networking and learn how they do things in other communities. Heinze is interested specifically in the archeology topic. She asked the group if there were any archeology studies completed in the City limits. Huebel responded that there has been some in Pierce County but uncertain if any were done in River Falls. Heinze said she will update the group on her experience next meeting.

   b. CLG Grant updates
   Ellner shared that there were minimal updates, but the memorandum of agreements and scope of work should be drafted this week but it’s likely a year long process. HPC will continuously be in the loop about what’s next and choosing a consultant.

2. Library Exhibit
Hoffman distributed a packet of information about the preview of the library display. Hoffman described the many interesting stories that are being discovered within her research and connections being made with the community. She announced that HPC can start moving items into the cabinets on May 1st and it may take a week. Bjork said leaving some open spaces may provide options for people to want to add or share their historic artifacts. HPC agreed they should have a promotion/marketing on social media and a notice the newspaper around mid-May.

   Bjork asked about how the social club presentation went. Hoffman mentioned it went well and the audience was engaged they stayed well after library closing asking many questions. There will likely be a few more presentations in the future.

3. Glover Station School sign/photos
HPC went outside and had a discussion about what to do with the signage. There was a consensus about possibly doing lettering in the window and Ellner will connect Heinze to Erica Ellefson the new Public Works Manager to see if there’s any information or guidance that Public Works could provide, since they will likely be maintaining it.

   HPC returned indoors to discuss the maps with the frames. HPC seemed to be in consensus with a wood grain or brown color frame option. Another possibility that HPC may explore are adding them to foam core. Anderson offered to bring the framed birds eye view to share next meeting as well.

   Heinze shared other potential photos to include for the building or kiosk. Heinze showed the St. Croix County plat map that could be enlarged (similar size to maps 36” X 28”) from 1920 to show the railroad through the town of Troy and where Glover Station School was located.

   Heinze asked HPC what their opinions were on the primary or secondary sources that were shared in the packet. Bjork made a point that it would be better to include more general one room schoolhouse stuff as Glover Station was in Troy township and not necessarily directly
related to River Falls until recently. Bjork also suggested to include a sign up or contact information in the building for people to contact HPC on images or artifacts if someone wants to share more with HPC. HPC agreed on the direction of the sign and photos or inside and kiosk.

Bjork suggested after Glover Station HPC could more information to Wells or Hoffman Park as there is history to be shared there, too.

4. **Next Interpretive sign - “Kinni Bridges”**
   Anderson discussed the concept for the new sign and described making the Birds Eye View image enlarged from the North with additional pictures of the 12 different bridges. There was a discussion on the narrative and where to put the signage. Anderson will return next meeting with further progress to show.

5. **Promotion and Giveaways**
   Heinze mentioned there are a variety of postcards and posters at City Hall. Heinze believed there should be a new postcard using a new image such as the one in the packet. Huebel said next meeting more options could be shared.

**ACTION ITEMS**

6. **Bylaws and Ethics Presentation**
   Ellner presented the bylaws, ethics and procedures to the group. The HPC had some questions and agreed to table their action to the next meeting, so that they can review the bylaws further.

**ADJOURNMENT**

HPC adjourned at 7:11 pm.

M/Friede S/ Heinze 6-0, motion passes.
HISTORIC PRESERVATION COMMISSION
April 12, 2023
STAFF REPORT

HPC AGENDA ITEMS

JOINT MEETING DISCUSSION ITEMS
1. Glen Park Anniversary details
HPC and Park Board will continue discussions from their March 8, 2023 joint meeting to further discuss what to bring, who can participate, and maybe purchase merch for the event for both committees. The event is proposed on Wednesday, July 19th from 6-8pm. Ideas that were previously mentioned were: historic slideshow, postcard, free swimming, cake, possibly old-time games, a ribbon cutting for the Glen sign, photo contest, and a Guinness Book of World Records entry for singing ‘Happy Birthday’ to a place.

2. Promotional Items (e.g. postcard, shirts etc.)
HPC and Park Board will discuss what promotional items

3. Glover Station signage and inside photos
The direction for Glover Station is a sign approximately 76” x 22” or 60” x 14” in size to possibly hang in front of the window or make it a smaller sign to mount on the triangular section above the door. HPC intends to also provide images inside such as historic maps, and some narrative information on the outside kiosk.

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

5. Budget update

ACTION ITEMS
6. Bylaws and Ethics
HPC will take action on the updated Bylaws.
EXHIBITS:
Agenda Item #2 – Promotions and Giveaways – Glen Park Anniversary

Poster/postcard option
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

![Image of signage designs](image-url)
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”
## HPC 2023 Budget $5,100.00

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10062000-53210 Conference/training</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>10062000-53520 Plaques</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>10062000-53220 Promotions</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>10062000-53230 Dues</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### Plaques

<table>
<thead>
<tr>
<th>Total Spent</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

### Promotions/Materials

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday party</td>
<td>$71.40</td>
<td>Pizza and Cookies</td>
</tr>
<tr>
<td>Hub 70</td>
<td>$643.40</td>
<td>Library Exhibit materials</td>
</tr>
<tr>
<td>Color Space Art &amp; Imaging</td>
<td>$536.00</td>
<td>Map scans and print for Glover School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Spent</th>
<th>$1,250.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining</td>
<td>$749.20</td>
</tr>
</tbody>
</table>

### Conference/Training

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Day (miles and per diem)</td>
<td>$194.54</td>
<td>Heinze attends History day at WI capitol</td>
</tr>
<tr>
<td>Hotel stay at Hilton for History Day</td>
<td>$85.13</td>
<td>($40 registration &amp; $44 per diem)</td>
</tr>
<tr>
<td>WAHPC Conference (registration)</td>
<td>$84.00</td>
<td>($40 registration &amp; $44 per diem)</td>
</tr>
<tr>
<td>Marshfield hotel</td>
<td>$90.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Spent</th>
<th>$453.67</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining</td>
<td>$546.33</td>
</tr>
</tbody>
</table>

### Dues

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHS Dues</td>
<td></td>
<td>Membership renewal Fall 2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Spent</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### TOTAL BUDGET $5,100.00

<table>
<thead>
<tr>
<th>TOTAL SPENT $1,704.47</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining $3,395.53</td>
</tr>
</tbody>
</table>
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 website online calendar and agenda posted at City Hall.

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 thirty (30) 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 the 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

J. 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 Robert’s Rules of Order.

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, Secretary and 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 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. **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.

E. **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.

Adopted this 10th day of May, 2023.
Heidi Heinze, Chairman

ATTEST:

Amy White, City Clerk