

Community Development Department

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MINUTES HISTORIC PRESERVATION COMMISSION June 8, 2022, at 6:00 pm CITY HALL TRAINING ROOM

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

HPC Members Absent:

Staff Present: Kendra Ellner – Planner, Emily Shively – City Planner

Others Present: Sean Downing – Council Member

CALL TO ORDER

Meeting convened at 6:02 p.m.

HPC MEMBER VOLUNTEER HOUR REPORT

Time at the archives. Presentation to retired educators, the Rotary and Westside school.

Hoffman – 30 hours

Heinze – 6 hours

Huebel – 2 hours

APPROVAL OF MINUTES OF May 11, 2022

Julie Huebel requested a change to the minutes to address the last name misspelling in sections of agenda item 3 and the approval of the minutes. Ellner replied that it will be looked at and corrected.

M/Heinze, S/ Friede 7-0 motion passes.

PUBLIC COMMENTS – Non-Agenda Items

Councilmember Downing spoke to praise the HPC for their hard work around the community.

Friede chimed in to say that people around the community are always appreciating the photos HPC has contributed to the outside Glen pavilion.

Heinze asked if the inside photos were installed yet and Ellner claimed they were not, and it may take a few weeks.

Ellner shared the WHS magazine received, if any HPC member wanted it or wanted to look through it.

Heinze requested to look at the HPC budget. Ellner shared the spreadsheet with the group and confirmed HPC has money rolled over from 2021 in addition to the funds for 2022.

DISCUSSION ITEMS

1. River Falls Days Postcard

HPC reviewed and discussed the potential photos for the postcard that were included in the packet. Heinze requested that each commissioner lists their top three they like, suggesting that HPC can order multiple photos. However, the group should come to an agreement to order as soon as possible to get them in time for River Falls Days. Heinze also mentioned that a few of them will need to get together to create captions and confirm dates.

HPC decided to order three post card images. The consensus was; community pool, marching band, and swinging bridge photo.

HPC then reviewed and discussed costs. Heinze reminded the group that these would not be for just River Falls Days, but other events HPC would host in the future. Huebel was shocked by the \$1 difference between 1,500 and 2,000 quantity, the group agreed it was funny and odd. Bjork questioned if the cost equaled the amount for each photo set or total order? Heinze confirmed that the price was per photo set and if necessary HPC can always order more. Hoffman suggested to get the maximum amount (2,000 ea.) for the pool and bridge photos because they are more relevant and only get 1,000 for marching band. Heinze approximated \$700 total. There was a consensus for the order, see action item.

Next steps, Heinze requested Hoffman and any other volunteers to go to the archives for research on dates and additional information that could be included in the captions and add the HPC logo. Bjork asked when the final version needs to get to the printer. Heinze explained it would need to be done before the next meeting (likely completed within the next week) and is confident that they will print on time.

2. Meet River Falls

HPC discussed details of the Meet River Falls event during River Falls Days on Saturday, July 9th between 1-3pm. Heinze described that they could register, \$50 to the Chamber then HPC would set up a booth, talk to people and hand out merch. Ellner reserved the table, tent and chairs but was unsure about the banner. Heinze agreed they would have to purchase one. Heinze offered to volunteer but would need another person to help. There was support from the group but there was little commitment. Heinze and a few other commissioners were going to walk in the parade but that is on Friday night. Friede recommended skipping since Mark Anderson was already doing an HPC presentation and walking tour that morning. Which Shively chimed in that there may need to be a room change which Ellner could assist with. HPC was in consensus to not do the event.

3. Historical Marker Inventory

HPC reviewed and discussed the inventory spreadsheet included in the packet. Ellner assured the group it has not been fully updated with the recent images found. Ellner will update it and share with the group to review before the next meeting. HPC discussed potential categories to add: type of plaque (bronze, freestanding etc...), include pictures, possible text of the plaque, and funding type.

4. The Glen Sign

Mark Anderson rolled out the physical sign on the floor for HPC to review and discuss the requested changes that have been compiled. Ellner said the Communicators Coordinator, Kathryn Paquet

made some suggestions to the narrative but praised the HPC's work. Mark Anderson remarked that some of the overall listed changes make sense, others do not because of the work that's already been done. Heinze claimed a lot of it was nit picky and does not have to all be addressed but was helpful to get fresh eyes. Ellner claimed in that the City logo was a must have on the sign but would get confirmation whether it could be the icon or full logo, in color or black and white. HPC came to a consensus on the finalized changes and Mark Anderson will bring back another iteration of the sign.

5. Pop-up museum update

Heinze updated the group, by quickly reviewing the dates that were listed on the packet and venues. Huebel asked staff if the pop-up can be left up in the training room either less set up or set to the side. Ellner recommended it could be put in the storage room as the Training Room is frequently utilized throughout City Hall business hours. Heinze suggested it could be left up for staff because the Training Room is a pretty big space. It is not confirmed how big the exhibits will be, but the answer to that question will be investigated further as the dates get closer.

6. CLG grant – letter of intent and notification

Heinze quickly reviewed the letters included in the packet for the CLG grant. Ellner claimed that the letter of intent is not due until August 15th, so HPC has time to edit. Bjork asked what the Old Sky Motel was that was included in the letter. Heinze responded that these letters were a draft and needed to be edited to be updated and the Old Sky Motel needs to be on a different list. Anderson discussed how some people perceive the designation as restrictive on their homes and Heinze agreed putting language in the letter that reduces the negative connotation and properly informs that it will not be a cost to the property owner or restrictive, will be necessary. Huebel recommended adding a link to the WHS FAQ page. Ellner suggested to send the word document drafted letters to Heinze for easy editing. Heinze agreed and stated that in the fall, HPC will host a meeting for this information.

ACTION ITEMS

7. River Falls Days Postcard

M/ Friede, S/ Hoffman for HPC to order 2,000 each of the pool and then bridge photos, then 1,000 of the marching band. 5,000 total postcards. 7-0 motion passes.

HPC adjourned at 7:06pm