

*City of Litchfield – Heritage Preservation Commission*

# AGENDA PACKET

*Monday, February 24, 2020– 6:30 P.M.*

**AGENDA**

Monday, February 24, 2020 - 6:30 P.M.

**I. CALL TO ORDER**

- A. ROLL CALL/DETERMINATION OF QUORUM
- B. ANNOUNCEMENT OF ADDITIONAL ITEMS

**II. MINUTES**

- A. Historic Preservation Meeting – November 25, 2019

**III. PUBLIC HEARING: None.**

**IV. OLD BUSINESS**

- A. WEBSITE GRANT
- B. G.A.R. HALL NATIONAL REGISTER GRANT

**V. NEW BUSINESS:**

- A. MN DOT - Sue Granger

**VI. REPORTS**

- A. MEEKER COUNTY HISTORICAL SOCIETY
- B. MN HISTORICAL SOCIETY

**VII. ANNOUNCEMENTS**

- A. Next meeting will be Monday, March 23, 2020 at 6:30 in City Hall

**VIII. AJOURNMENT**

# MINUTES

**I. CALL TO ORDER –**

A regular meeting of the Historic Preservation Commission was held in the City Council Chambers at the City Hall on Monday, November 25, 2019, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order. A quorum was established.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Sid Willson	Present
Commissioner	Frank Koch	Absent
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Kevin Hovey	Absent
Commissioner	Kateri Kormann	Absent
Commissioner	Dave Welker	Present
Ex-officio	Bill Hicks	Present

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: Darlene requested adding New Business B: Clock and Mike requested adding 2020 construction as C.

**II. MINUTES TO APPROVE –**

A. Historic Preservation Meeting - October 28, 2019 MOTION: To approve as submitted (Sid/Mike/Passed unanimously by a voice vote).

**III. PUBLIC HEARING – None**

**IV. OLD BUSINESS –**

A. 2020 GOALS – The draft of the 2020 goals were reviewed. Discussion about the addition of extending the facade grant as a protection goal. Dave and Sid felt the grants have made a difference. Darlene said she spoke to two property owners who felt strongly they wanted to wait until after the 2020 construction to use theirs and would use the money to improve the public facade. Mike felt it was important to also focus on things like the roof and windows. Bill agreed. MOTION: It was decided to add "By the end of the first quarter, the HPC and City of Litchfield will continue the facade grant for buildings in the CHD.(Dave/Sid/Passed unanimously by a voice vote).

B. PINT SERIES – The commissioners reviewed the draft. It was decided to focus on two classes, not four. MN DOT will be having a meeting for property owners in March and that could be a conflict. The first meeting is confirmed with Tim Cook reviewing the Red Wing program and location will be Frank's building. He will have a slide show of photos of his upstairs. Darlene talked to Frank and he has all the technology to do this presentation. This will be Monday, January 13 at 6:00. The second class will be with Bill Hicks and we will ask Jim Tews and Rod VanOrt. We will ask Mindy to use her space. She also has done a lot to her

November 25, 2019

apartments. This will be Monday, February 10 at 6 PM. MOTION: To approve changes as noted (Sid/Mike/ Passed unanimously by a voice vote).

C. ANNUAL REPPORT - Darlene has not gotten the forms yet. She will complete when received.

D. RURAL REVITALIZATION PROGRAM GRANT - Darlene reported that the council directed her to work with Liza Graphenteen and report back to the council the first meeting in December. There are about 72 apartment with 32 being in "rentable" condition. There are about 40 that need some type of rehabilitation. Liza has a survey that could be used for property owners. The survey data could also be used for other grants. Mike, Sid, Dave, and Bill all expressed the shortage of workers to do the rehabilitation. This includes general contractors, carpenters, electricians, and plumbers. It was decided to wait until the council makes a decision.

E. WEBSITE GRANT - Dan Hoisington will be at our February meeting to report on the website grant. Since there is no "visit" to do research, he can work on it from his office. If he has a draft, he will send a link to Darlene and she will forward it for review and no action.

V. NEW BUSINESS –

A. NATIONAL REGISTER APPLICATION GRANT - Darlene reported we have not heard yet. She checked the website and it was still under review. Discussion about how and when we would act on this if approved. We would meet on December 23. Mike questioned if it was a wise use of city funds to pay us for one meeting for a five minute action. Darlene suggested making a motion to approve contingent on being awarded the grant. MOTION: To approve the National Register Nomination Grant contingent upon being awarded the funds (Mike/Sid/Passed unanimously by a voice vote).

B. CLOCK - Darlene passed a drawing of the clock selected by the Litchfield Downtown Council, Inc. which will be placed in front of 215 N. Sibley Ave. The specifications are included on page 9 with the drawing. This was done by Gemini Research. They selected three options and the LDC, Inc. selected this one. This will go the Litchfield City Council and then the State Historic Preservation Office will act on it. The process is similar to the street lights. Mike questioned about city money for the clock. Darlene replied it will be paid for by LDC. Sid asked when fundraising would start and it would be after this is approved. MOTION: To approve the Customized Cambridge Clock by Chomko LA with no city funds and specifications and diagram on page 9 of the Gemini report(Dave/Sid/Passed unanimously by a voice vote).

C. 2020 CONSTRUCTION - Mike wanted to know about building stability issues during construction. What is the process if a building is damaged, such as bricks falling off. Darlene reminded that the vibration monitors would go off and the construction would stop. The building would need to be assessed. The ordinance states the MN Statute will be followed. In

November 25, 2019

the past, the council called an emergency meeting to review the issues. Examples are when the tornado hit and when the storm knocked out power. The question was asked if the HPC would be included. Darlene stated we should respectfully ask to be included as interested parties in the project.

**VI. REPORTS –**

A. MEEKER COUNTY HISTORICAL SOCIETY - Sid reported he was not at the last meeting.

B. MN HISTORICAL SOCIETY - None.

**VII. ANNOUNCEMENTS –**

A. Next meeting will be Monday, December 23, 2019 at 6:30 p.m .in City Hall only if we have a COA.

**VIII. ADJOURNMENT – 8:15 p.m.**

---

DARLENE KOTELNICKI  
CHAIRPERSON

## HPC Goals for 2020

GOALS FOR 2019 Based on the ordinance, our purpose centers around protection, promotion and education.

### Protection:

By the end of the second quarter, the HPC will submit an updated National Register nomination for the GAR Hall.

By the end of the first quarter, the HPC and City of Litchfield will continue the facade grant for buildings in the CHD.

### Promotion:

By the end of the third quarter, the HPC will have a website for promotion and the education of Litchfield's historic resources.

By the end of the fourth quarter, the HPC will have up to nine newspaper articles in the Independent Review.

By the end of the fourth quarter, the HPC will have one cemetery/living history tour of the Ripley cemetery with the Cemetery Committee.

### Education:

By the end of the first quarter, the HPC will submit the historic home driving tour to the Independent Review.

By the end of the third quarter, the HPC will complete a "Pint Series" on second story housing.

A. Customized Cambridge (made by Chomko LA, Pittsburgh, PA)

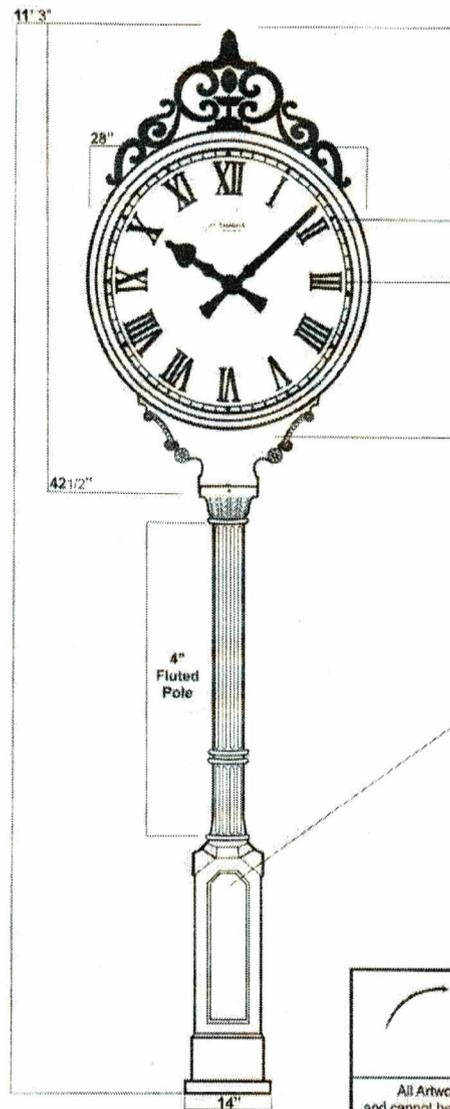


Figure 8.

- Height: 11'3"
- Width: 32" head (out-to-out); 24- diameter dial face
- Post: 7.75'-tall, 4"-diameter, 3-part fluted pole on 14"-wide square base with panels
- Material: Cast aluminum, high impact UV acrylic crystal (lens)
- Color: Black
- Illumination: Dial face lit white (will use warm color temperature if available)
- Other: Arabic numerals

**Gemini Notes:** The cresting at the top of the head has been custom-designed by Chomko for the Downtown Council to reflect the decorative ironwork on the Gross Jewelry Clock. If this clock is ordered, it may be possible for Chomko to further tweak the cresting design to more closely resemble that of the Gross Jewelry Clock. The face would have Arabic numerals like the Litchfield clocks. The post would be fluted; a smooth option is not available. Gemini Research recommends that this clock would likely meet the Secretary of the Interior's Standards.