

**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, February 24, 2020, 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	Rick Beecroft	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Kevin Hovey	Absent
Commissioner	Kateri Kormann	Absent
Commissioner	Dave Welker	Present
Ex-officio	Bill Hicks	Absent

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: - None

**II. MINUTES TO APPROVE –**

A. Historic Preservation Meeting - November 25, 2019 MOTION: To approve as submitted (Sid/Mike/Passed unanimously by a voice vote).

**III. PUBLIC HEARING – None**

**IV. OLD BUSINESS –**

A. WEBSITE GRANT – Dan Hoisington was presented and showed the draft of the website grant. He wants to keep it simple. The content adjusts so the website gives the same information on your hardwire, laptop, or cell phone. There is a content management system for easy editing and he will include a one year licenses for a tutorial on how to update the website. There are three sections. The first is Preserve and will have the National Register properties and buildings. Dan would like to add our design guidelines. The second is Explore and will have our walking tour, the two driving tours, and two cemetery tours. He will add some photos for the driving tours. The last is Learn and will have the two children's activity books, the "Litchfield Is Our Home" DVD, and a "choose your own adventure with a story about a Swedish immigrant and his family. He would like to add our historic context report.

Questions:

1. What would you like to name this? Right now he has Historic Litchfield. We liked "Litchfield History" with Litchfield Heritage Preservation Commission under it. The domain name is available so the website would be [www.LitchfieldHistory.com](http://www.LitchfieldHistory.com).

2. Could you identify 12 people to do biographies on?

3. What phone number to call with questions? Not city hall. Not the Chamber unless we ask them. more important is links to the other websites. Links to GAR Hall/Meeker County Museum, Chamber, Litchfield Downtown Council, KLFD, and city's website.

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4. Where is the website? Not sure if the city will host it with theirs or another host. Dan will make recommendations for us.
5. Can Dan have an electronic copy of the context report?
6. We need to identify tag words for search engines.

B. GRANT FOR UPDATING THE GAR HALL NOMINATION – Darlene reported it has been approved and she will ask for a revised timeline since it took this long.

## V. NEW BUSINESS –

A. MN DOT - Sue Granger from Gemini Research was present and reviewed the Vibration Monitoring Report ( attached). No one from MN DOT was present; Sue will communicate with Al Setrum, MN DOT Project Manager. Sue reviewed her role and the progress so far in the Section 106 review. She stated that the Federal project has to take into consideration the historic properties that could be affected by this project. There needs to be no adverse affect on the historic integrity of the properties. Landwehr Construction, MN DOT, Miller Dunwiddie, Northern Technologies, and Gemini Research all are represented on the vibration monitoring team. Sue reviewed that handout and the process for vibration monitoring. Discussion from the commissioners: a question was asked about page 11 and damage claims. Sue replied there is a process for historic and non-historic properties. Any repairs will need to meet the Secretary of Interior Standards. A question was asked about who pays and at this time there is no clear answer. A question was asked if there are mitigation issues and if the HPC needs to act on them. She said if the mitigation procedures were permanent we should. If they were temporary, probably not. Sue stated there will be additional reports coming and that the HPC will not have to act on them. Darlene asked about the property at 19 E Depot St and the following properties on North Sibley Ave.: 100, 115 - 119, 201, 202, 236, 241, and 242. No specifics were discussed and Sue stated she had discussed properties with the vibration monitoring team and MN DOT. The HPC has 30 days from February 13 to review and comment. The commissioners felt their questions were answered. All present felt we could approve this tonight. MOTION: To approve the Vibration Monitoring Plan as submitted (Sid/Dave/Passed unanimously by a voice vote.)

## VI. REPORTS –

A. MEEKER COUNTY HISTORICAL SOCIETY - Sid reported that new door should be installed late March or early April. He also encouraged us to attend the Civil War Round Table State Symposium here on April 4. Contact Bayley at the GAR if interested.

B. MN HISTORICAL SOCIETY - Darlene reported that the NPS subgrant program was only open to states, not cities. The MN Main Street Program has applied.

## VII. ANNOUNCEMENTS –

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

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**VIII. ADJOURNMENT – 8:00 pm**

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DARLENE KOTELNICKI  
CHAIRPERSON