

Litchfield Heritage Preservation Commission Feb. 27, 2017 Meeting Minutes:

Minutes submitted by HPC Commissioner Robyn Richardson.

Meeting was called to order by Commissioner Darlene Kotelnicki at 6:30 p.m. Roll call was taken to determine quorum.

Commissioners Present:

Mike Flaata, Arlene Howanski, Keith Johnson, Frank Koch, Kateri Kormann, Darlene Kotelnicki, Robyn Richardson. Quorum was established. All Commissioners were in attendance at meeting.

City administrator Dave Cziok was also in attendance. Audience: City Council Member Betty Allen, Chamber Executive Director, Judy Hulterstrom, and Mayor Keith Johnson.

Approval of Minutes from the January 23, 2017 HPC meeting:

***Motion:** Commissioner Flaata made a motion to approve minutes of the January 23, 2017 HPC meeting. Motion was seconded by Commissioner Howanski. The motion was approved by the Commission unanimously.

Chairperson Kotelnicki opened the Public Hearing on 202 N. Sibley:

- There was agreement that proper notification of the meeting was completed.
- Owner was absent during the public hearing.
- Findings of Fact Score: Yes: 7 N/A: 3

***Motion:** Commissioner Flaata made a motion that the City of Litchfield has followed due process for public hearing and to approve COA as submitted. Recommendation was made to pass on to the City Council for approval in their next meeting. Motion was seconded by Commissioner Koch. The motion was approved by the Commission unanimously.

Public meeting was closed by Commissioner Kotelnicki at 6:35 p.m.

New Business:

- **Bolton & Menk and MnDOT Presenters Lowell Flaten and Eric Leagjeld discussed:**
 - Project (full reconstruct) will go from 4th Street to Commercial Street with curbs, gutters, and sidewalks replaced.
 - City will be able to come in and address utility issues.
 - The project will be completed in phases so that main street will not be torn up all at once. Tentative start date: April 15, 2017 – Tentative completion: end of September 2017
 - To the best of their knowledge, MnDOT has never lost a building.
 - MnDOT will work with the City to minimize impact to July's Watercade event.

- Back entrance lighting was questioned. MnDOT will look into the matter.
- Correspondence will be sent to all building owners in the next week asking for written permission to enter their buildings for inspection. Goal is to inspect buildings the last week of March into the first week of April.
- MnDOT will identify things extending beyond right of way. Looking for utilities (existing and abandoned), condition of floors, and general overall condition of buildings. Determination(s) will be made as to what may be susceptible to vibration. MnDOT will determine what, if any, special action needs to be taken.
- If a building has structural deficiencies, MnDOT will take precautions. Findings will be shared with building owners.
- Contractor will be responsible for damage to a building if it's a result of contractor action, i.e., if they know a building has limitations.
- MnDOT will be holding routine meetings with the City as well as public information meetings where property owners will be invited.
- Moving forward MnDOT updates will be provided to the HPC by City Administrator, Dave Cziok who is meeting with MnDOT on a regular basis.

Old Business

- **Joint HPC and City Council Moderated Meeting, February 21, 2017**
 - General consensus was the meeting was long but effective.
 - Cost of moderator: \$1900.00 (included travel time, phone calls to City Council and HPC members, actual moderated meeting, follow-up email to Dave Cziok with recommendations, etc.)
- **Local Designation**
 - **Historic Name of Property: Christmas Decorations**
 - Purpose of Local Designation is to preserve where, when, and what decorations are made of as well the “eyeglasses” shape.
 - Input from the audience, Mayor Johnson, recommended changing the Historic Name of the Property from “Christmas Decorations” to “Holiday Decorations”.
 - Commissioner Koch questioned why Local Designation was on the agenda. Commissioner Kormann explained this is a function of the HPC and has been discussed for five years, but has never been done. Any Local Designations made would be included in the HPC Annual Report.
 - Once the decorations have been locally designated with approval by the City Council, it would take a public meeting to change it.

***Motion:** Motion was made by Commissioner Flaata to change the Historic Name of Property from “Christmas Decorations” to “Holiday Decorations” and that the Legal Description as currently outlined will be preserved/protected and forwarded on to City Council for approval. Motion was seconded by Commissioner Kormann. The motion was approved by the Commission unanimously.

- **Historic Name of Property: Litchfield Central Park**
 - Purpose of Local Designation is to protect the park by not adding items to it such as concrete restrooms, playground equipment, statues, etc.
 - Commissioner Kormann brought up the question of what would happen if trees are damaged by storms or diseased.

***Motion:** Motion was made by Commissioner Kormann to protect Litchfield Central Park to keep in its current state with the exception of adding verbiage regarding trees that are diseased or damaged be replaced by the City. Motion was seconded by Commissioner Richardson. Motion opposed by Commissioner Flaata. Motion passed.

New Business:

- **Recognition Program for person, property, or event Per Ordinance 735.**
 - Recognition could be as simple as giving out a certificate.

***Motion:** Commissioner Kormann made the motion to table the idea until HPC meeting in May and seconded by Commissioner Flaata. The motion was approved by the Commission unanimously.

- **Process for Enforcement of Ordinance 735 as outlined in Definitions: Item 10, Page 9.**
 - City Inspector, Jim Tewes, has moved to another position. Dave Cziok stated the City is not actively enforcing Ordinance 735, but issues brought to the City's attention are researched.
- **Election of Officers, March 2017**
 - The Commission has one position open that ends January 2018.
 - Commissioner Kormann nominated Commissioner Koch to be Chair.
 - Commissioner Koch will consider the position.

Reports

- **Meeker County Historical Society**
 - Partnership Grant: final grant has been submitted.
- **Certified Local Grant (CLG)**
 - Final grant paperwork was not submitted due to City Council action.

Next Meeting: Monday, March 27, 2017 at 6:30 p.m., City Hall

Adjournment: Meeting was adjourned by Commissioner Kotelnicki at 8:10 p.m.