

**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, March 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	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Dave Welker	Absent
Commissioner	Kateri Kormann	Absent
Commissioner	Kevin Hovey	Present
Commissioner, non-voting	Bill Hicks	Present

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: Darlene requested adding MN DOT 100% plan to new business. She thanked the commissioners for the work on the clock request and the special meeting. MOTION: To add MN DOT 100% plan to new business (Kevin/Sid/Passed unanimously).

**II. MINUTES TO APPROVE –**

A. Historic Preservation Meeting - February 25, 2019 & March 14, 2019 Motion to approve as submitted (MOTION: Sid/Kevin/Passed unanimously).

**III. PUBLIC HEARING – None**

**IV. OLD BUSINESS –**

- A. PINT SERIES – The date will be April 23 at 6:30 pm at Litchfield Chiropractic Center. Darlene will check with Jim Tews and Frank will check with Rod Van Ort. Topics: building and electrical code issues in downtown buildings.
- B. PARADE OF COA's – The HPC decided the date would be Tuesday, May 28 from 5:30 to 7 PM. The HPC would meet at 7 PM that night. We will ask The Tavern on Main, Larry's Barber Shop, Mimi's Cafe, Kevin Hovey, Frank Koch, ReMax, Carl St. Pierre, and Brooks Holmgren to be on the tour with the Hollywood theater as an alternate.
- C. CLG GRANT - The agenda was changed to allow Dan Hoisington to go first under old business. Dan reviewed he will be done on time and will print 5000 copies of the brochure. He is currently working on cleaning things up and his punch list.

Questions for the HPC:

1. Cover of brochure will be the Palm Building at 215 North Sibley. The commissioners agreed.

2. Do you want all downtown properties in the brochure or the 28 on the tour? Discussion that the font would be larger with just 28. Commission prefers just 28. Do you want QR codes in the brochure? Yes. Dan will send us a draft in a PDF document.
3. QR Codes on the buildings, how and where? Discussion was to print them on card stock and put the name of the property and address on the top. It should also be labeled Downtown Walking Tour Historic Litchfield. Could place next to the door, can consider locating them all in the same place if possible.
4. We will start at the park, due to better parking, and go up one side and down another. All agreed.
5. There will be 6 DVDs and Dan will include a memory stick.
6. Where/how do we want to preview this? Dan will put it on you-tube and give us the name/access. He will let Darlene know when it is available. We will have a week to preview this. Comments and corrections will need to all go to Darlene and based on the open meeting law and establishing an electronic quorum, do not use reply all.
7. After people scan the QR code, where does it go (to find the video)? Discussion about you tube versus the city's website. Frank and Bill suggested you tube for now and all agreed. Dan felt that was a better option also.
8. How does the HPC want to roll this out? The commissioners did not have any specific suggestions at this time. The finished length will be about 90 minutes. We will have this on the agenda for next month.

**V. NEW BUSINESS –**

- A. MN DOT 100% Report – Darlene reported that she had a letter and CD that just came today. The letter states there are copies of the final 100% report, specifications, and vibration monitoring. The letter states there are 300 pages. Darlene asked the commissioners what they wanted to do with the information. It was decided that the CD would be shared and reviewed. Kevin will take it first and then give it to Bill. After Bill is done, he will give it to Darlene. Anyone will have adequate time to review this.

**VI. REPORTS –**

- A. MEEKER COUNTY HISTORICAL SOCIETY – Nothing to report
- B. MN HISTORICAL SOCIETY - Nothing

**VII. ANNOUNCEMENTS –**

- A. Next meeting will be Monday, April 22, 2019 at 6:30 p.m .in City Hall

**VIII. ADJOURNMENT – 7:45 p.m.**

---

DARLENE KOTELNICKI  
CHAIRPERSON