

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, April 24, 2017, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

A. ROLL CALL:

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Arlene Howanski	Present
Commissioner	Frank Koch	Present
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Robyn Richardson	Present
Commissioner	Kateri Kormann	Present (6:50 P.M.)

B. ANNOUNCEMENTS OF ADDITIONAL ITEMS: None.

II. MINUTES TO APPROVE –

A. Historic Preservation Meeting - February 27, 2017 MOTION: To approve as submitted (Mike F./Robyn R./ passed unanimously).

III. PUBLIC HEARING – None

IV. OLD BUSINESS –

A. RECOGNITION PROGRAM – All members of the HPC felt this was a positive project for our community.

Person MOTION: Bruce Cottington was nominated for his decades of promoting our downtown and community (Robyn/Kateri/passed unanimously).

Event MOTION: The GAR Hall Memorial Day Ice Cream Social was nominated since this has been a community event since 1885 (Robyn/Arlene/passed unanimously).

Property MOTION: Parkview Grill was nominated for their expanded use of a building in the Commercial Historic District (Frank/Robyn/ passed unanimously).

B. 225 N SIBLEY AVE – Darlene reported that the City has contracted with Collaborative Design for professional services for an evaluation of this building. No date of completion was given although is is expected to be 4 to 6 weeks.

C. PROCEDURES FOR HPC / CITY OF LITCHFIELD - The questionnaire from the National Historic Trust "Self-Assessment for Heritage Preservation Commissions" for HPC members was completed. More information next meeting.

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D. LETTER TO PROPERTY OWNERS - MOTION: To mail the letter and calendar to property owners as submitted (Robyn/Kateri/passed unanimously).

V. NEW BUSINESS –

A. MN DOT – Chris Cooley from Bolton and Menk (contracting with MN DOT) and Lowell Flatten from Willmar MN DOT presented an update of the highway 12 project with an emphasis on the HPC role. They will be returning 6/26 and 8/28.

B. CEMETERY TOURS- Betty Allen from the Lake Ripley Cemetery Citizens Committee presented information about the Watercade Cemetery Tours. They will be Friday, July 7 from about 4 to 8 PM with a free will donation (to be used for cemetery needs). The back two divisions will be used this year and she expects 8 to 12 graves. The goal is to increase the knowledge of our cemetery and its history and to recognize the cemetery as a place of comfort. The HPC can partner and use this as a public education event for their annual report. More information will be coming and several members of the HPC expressed interest in working with the cemetery committee.

C. CLASS TO REPAIR HISTORIC WINDOWS - Robyn reported the Little Red School house is sponsoring a window repair class on 5/20/17. This is in conjunction with the Preservation Alliance of Minnesota. Registration information is available on Facebook.

D. 226 NORTH SIBLEY AVENUE - Property owner Mike Lee appeared before the HPC about his property at 226 North Sibley Ave. For regulatory requirements he needs to penetrate the south wall for a vent for the hood of his gas grill. There is one vent but another one is required for code. He is requesting up to a 20 inch hole to the east of the current one. He is working with the company to design and install this hood so the exact location is not known at this time but it will be to the east and align with the current one. Chair Kotelnicki explained that this is not a public hearing but that the HPC will go through their checklist. There were five positives and 5 not applicables. Request passed as submitted. Mr. Lee was informed that the City Council will meet May 1 at 5:30 to complete the process and hold a public hearing and complete the findings of fact. Checklist and findings of fact are included with the minutes.

VI. REPORTS –

A. MEEKER COUNTY HISTORICAL SOCIETY – Robyn reported the Memorial Day Picnic and Ice Cream Social is on Memorial Day and cost is \$7.

B. MN HISTORICAL SOCIETY - Darlene read an email from Michael Koop about Governor Dayton proposing to change the MN State Historic Preservation Office to the State Administration.

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VII. ANNOUNCEMENTS/QUESTIONS – Commissioner Flaata inquired about the status of a joint City Council and HPC meeting. Discussion was that the City wanted to complete the evaluation of the 225 North Sibley building.

A. Next meeting will be Monday, May 22, 2017 at 6:30 p.m .in City Hall

VIII. ADJOURNMENT – 8 PM

DARLENE KOTELNICKI
CHAIRPERSON