

**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, October 23, 2017, commencing at 6:30 p.m. Chair Kotelnicki called the meeting to order.

**A. ROLL CALL:**

Commissioner (Chair)	Darlene Kotelnicki	Present
Commissioner	Kevin Hovey	Present
Commissioner	Frank Koch	Absent
Commissioner (Plan. Comm. Rep)	Mike Flaata	Present
Commissioner	Robyn Richardson	Present
Commissioner	Kateri Kormann	Absent

**B. ANNOUNCEMENTS OF ADDITIONAL ITEMS:**

Under Old Business: Recognition awards

Under New Business: 225 North Sibley

**II. MINUTES TO APPROVE –**

A. Historic Preservation Meeting - September 25, 2017 Approve as submitted  
(MOTION: Robyn/Mike/Passed Unanimously)

**III. PUBLIC HEARING – None**

**IV. OLD BUSINESS –**

**A. HARVEST MADNESS – Recap by all attendees**

1. We needed more booklets (100 printed).
2. Could try to put characters in close proximity, not spread out.
3. Good media coverage.
4. Foot traffic was done by 7, could have shortened the hours from 4 to 7.
5. Robyn reported the number of views and shares on Facebook. This data

will be used for our goal about social media.

**B. ANNUAL REPORT – The report was reviewed and there were no questions.**

**C. GOAL UPDATE -**

1. By the end of the first quarter, the HPC will have resources for local CPA who wish to become familiar with historic tax credits.

STATUS: MN HS State Architect was emailed and answer copied to CPA firm in Litchfield.

2. By the end of the first quarter, the HPC will distribute children's activity books at public events.  
STATUS: The HPC gave out about 250 of MN Historical Society Children's books on October 12, 2017 Harvest Madness.
3. By the end of the second quarter, the HPC will explore non-local grant sources.  
STATUS: The HPC discussed possible grant sources.
4. By the end of the second quarter, the HPC will provide classes for property owners at various downtown locations.  
STATUS: Discussion about classes by commission. Food and beverage, self-pay, starts at 5:30 and speaker starts at 6 p.m. Beverages will include an alcohol and non-alcohol option. Dates, locations and topics were discussed. The HPC would like to work with the Chamber to invite downtown property owners; this is not open to the public.  
Jan. 8, 2018 "Indoor Air Quality Issues and a Pint" at Parkview Grille and speaker Bill Hicks.  
Feb. 12, 2018 "Masonry Issues and a Pint" at Tavern on Main and speaker John Koch  
Mar. 12, 2018 "Window Repair and a Pint" at 202 North Sibley and speaker John Braun  
Apr. 9, 2018 "Historic Tax Credits and a Pint" at 129 North Sibley and speaker to be determined.
5. During the 2018 year, the HPC will network with existing social media to inform and educate the community about historic resources and events.  
STATUS: Photos from Harvest Madness were posted on Litchfield Downtown Innovation's Facebook site. There were many views and shares; data will be tracked.

D. MN DOT - Darlene reported she had an email from Sue Graninger, Gemini Research. Sue reported the design team will not be at this meeting. They are currently working on right-of-way, utility work, and preparing for the RRFB light trial. There is nothing new to report about street lighting or trees.

**V. NEW BUSINESS –**

A. SAINT CLOUD STATE UNIVERSITY STUDENTS- Darlene reported she met with students from SCS from a tourism class. Three students have been assigned to Litchfield and have selected heritage tourism as their focus. They visited the GAR Hall, went around Lake Ripley, and drove by lodging and campsites in Litchfield. They will do a walking tour and promotional video. Suggestions from the HPC were to include the properties individually in the National Register on the walking tour, including properties outside the CHD but in the downtown area, and include the new fire and rescue hall and point out that FDA was the original Land 'O Lakes.

B. DECEMBER MEETING - Unless there is a COA, the HPC does not meet in December. The date falls right after Christmas and a quorum has been difficult to establish.

C. CLG GRANT FOR 2018 - There was interest in applying for National Landmark status for the GAR Hall at the September meeting using CLG Grant funds. Information on this designation is included with the agenda. Darlene reported she contacted Michael Koop at MN HS about this. He expressed some concern that our nomination, done in the 1970s, does not contain all the information now required and an update may be needed. The actual nomination is a two step process. The initial step is to contact the regional person for the National Park Service for an overview. If approved after review, the nomination would need to be completed ( that would be the CLG Grant). Discussion about this being a positive step for our GAR Hall (not the 1960 addition). Questions of the Meeker County Historical Society would need to approve/act on this. No, since the building is owned by the city and the city would supply funds. The MCHS should be informed along the way and we would work with them. Robyn will inform the MCHS. Motion to request permission to send an inquiry to the regional office of the National Park Service as a first step in this process (MOTION: Mike/Robyn/Passed unanimously).

D. 225 NORTH SIBLEY - Darlene reported that this building will be sold at a county auction along with other tax-forfeiture properties. The date will be late November or early December 2017.

**VI. REPORTS –**

- A. MEEKER COUNTY HISTORICAL SOCIETY – Robyn will update the board about discussions from this meeting.
- B. MN HISTORICAL SOCIETY - Nothing

**VII. ANNOUNCEMENTS –**

- A. Next meeting will be Monday, November 27, 2017 at 6:30 p.m .in City Hall

**VIII. ADJOURNMENT –**

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DARLENE KOTELNICKI  
CHAIRPERSON