

**Committee of the Whole
Monday, June 28, 2021
City Council Chambers**

1. Committee of the Whole 5:30 p.m. Monday, June 28, 2021
2. Meet jointly with the Heritage Preservation Commission.

Members Present: Mayor Russ Smith, Councilors Mike Urban, Pam Bluhm, Paul Novotny, John McBroom, and Josh Broadwater.

Members Absent: None.

Others Present: Brian Burkholder, Richard Fursman, Craig Britton, and Joel Young.

Strategic Planning: The committee considered a proposal for Strategic Planning services that the City had secured from huelife, represented at the meeting by Richard Fursman. Fursman provided information about the planning process and expected outcomes. There was a fair amount of discussion about community surveys and engagement activity. Ultimately, the committee indicated that they would be in favor of pursuing the strategic planning process as well as pursuing a community survey tool simultaneously. Young said that he would assemble a proposal for consideration at an upcoming meeting.

Planning & Zoning Services: Craig Britton reported that Logan Tjossem will be leaving Widseth for another opportunity, which creates a void in the planning services being provided to the City of Chatfield. Britton said that the firm is in the process of hiring a new planner and, in the meantime, he and others in his office will attempt to provide the services that Tjossem had been providing.

**CITY OF CHATFIELD
CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT
FEDERAL FISCAL YEAR 2020**

This report covers historic preservation activities in the City of Chatfield during the federal fiscal year beginning October 1, 2019 and ending September 30, 2020 (FY 2020).

Heritage Preservation Commission

The following individuals served on the Chatfield Heritage Preservation Commission (HPC) during FY 2020: Chris Giesen (chair), Michael Martin, Ruth Ann Lund, Ben Frederichs, Myrthis Griffith, Sara Sturgis and Pam Bluhm. Members Griffith and Sturgis were appointed to the commission in 2020. Ms. Sturgis is the director of the Fillmore County Historical Society. Ms. Bluhm serves as a member of the Chatfield City Council. Robert C. Vogel, the city's Preservation Planner, has served as HPC staff since 2008. He meets the Secretary of the Interior's professional standards in History and Architectural History.

National Register of Historic Places

The following properties are currently listed in the National Register:

- Chatfield Public Library. 304 S. Main Street
- Dickson, Samuel T., House. 225 SW Third St.
- Haven, George H., House and Annex ("The Oaks"). 130-132 Winona St.
- Lowell, Ellen M., House ("Oakenwald Terrace"). 218 Winona St.
- White, Milo, House ("Hazelwood"). 122 Burr Oak St.

No properties within the Chatfield city limits were nominated to the National Register during FY 2020.

Local Designations

The Chatfield Center for the Arts (Historic Chatfield High School and Auditorium-Gymnasium Addition, 405 S. Main St.) was designated a Heritage Landmark in 2012. The subject property has also been determined eligible for listing in the National Register of Historic Places. While no properties were nominated for Chatfield Heritage Landmark designation during FY 2020, two properties, the historic Haven Wall, 132 Winona St., and the Highway 52 Wayside/Chatfield Historical Marker, were determined eligible for landmark designation. A total of twelve historic properties have been evaluated as eligible for local designation.

Design Review

By ordinance, no city building permit may be issued for a project involving a heritage landmark property without a Certificate of Appropriateness (COA) approved by the HPC. No COAs were issued during FY 2020. It is the policy of the City of Chatfield to protect all historic properties

from adverse effects caused by activities permitted or funded by the city. Several projects were reviewed by HPC staff to ensure that heritage resources received consideration in project planning. Several community development projects were reviewed administratively for their effects on significant heritage resources. One property, the Elmira Town Hall, 27 Winona St., which had been considered landmark eligible, was demolished late in 2020.

Heritage Resources Survey and Inventory

The HPC is responsible for conducting a systematic, ongoing survey of buildings, structures, sites, objects and districts which meet established criteria for historical, architectural, archaeological, engineering and cultural significance. The city's official heritage resources inventory is part of the statewide historic properties inventory maintained by the SHPO. No previously unrecorded historic properties were identified by survey during FY 2020. Intensive survey was carried out at several previously recorded properties.

Public Participation and Records Keeping

The HPC holds regular monthly meetings, with special meetings as necessary. The commission met nine times during FY 2020; there was also a joint meeting held with the Chatfield City Council. All HPC meetings were conducted in accordance with city policy and complied with the Minnesota Open Meeting Law. Minutes of meetings, reports and other records of the HPC are part of the permanent record of city government operations. All HPC records are maintained in accordance with Minnesota Statutes §138.17 and are available for public inspection.

Other Activities

- A joint meeting of the HPC and the Chatfield City Council (meeting as a Committee of the Whole) was held on February 24, 2020 to review the mission of the preservation program and discuss ways to improve communication between the council and the commission.
- The city was awarded another CLG grant to complete the downtown interpretive sign project that was initiated during FY 2018. The eight interpretive sign panels will be installed next spring.
- Renovations were undertaken at the Chatfield Public Library to improve accessibility and aesthetics of the building, which is listed in the National Register. Because the work was limited to the entrance and interior spaces that were not part of the original building, no certificate of appropriateness was deemed necessary. The work was carried out under the supervision of qualified preservation professionals and followed to the Secretary of the Interior's standards for rehabilitation.
- Due to the COVID-19 emergency, the city postponed its annual Preservation Month celebration until October, 2020.

- The HPC pages on the City of Chatfield website were expanded and updated to encourage public awareness of the city's preservation program.
- Preservation Planner Vogel provided the city council, the HPC and city staff with education and training in historic preservation.
- The HPC reviewed and comments on MnDOT planning for a new bridge carrying Trunk Highway 30 over Mill Creek.
- The HPC and its staff continued to be active in the renovation and modernization of the Chatfield Center for the Arts, a multi-phased, multi-million dollar project involving the historic Chatfield High School and Potter Auditorium, a designated heritage landmark.
- HPC member Sara Sturgis and City Clerk Joel Young participated in the PreservationMN 2020 video conference.
- Two vacancies on the HPC will filled by mayoral appointment.

Assurances

1. I hereby certify that the Chatfield Heritage Preservation Commission has adhered to the public participation provisions as stipulated under Section III.D of the "Minnesota Certified Local Government Procedures Manual" issued by the Minnesota State Historic Preservation Office.
2. I hereby certify that the Chatfield Heritage Preservation Commission has adhered to the procedures of the State Archives Department of the Minnesota Historical Society, regarding heritage preservation commission records.

Robert C. Vogel
Local Government Official

October 7, 2020
Date