

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION**

REGULAR MEETING

**Council meeting room in Thurber Community Center
Chatfield Municipal Building, 21 Second St. SE**

**TUESDAY, JANUARY 25, 2022
7:00 P.M.**

Agenda

- I. Call to order
- II. Approve minutes of November 16, 2021 special meeting
- III. Reports
 - 1. Certified Center for the Arts Phase II – progress report
 - 2. Chatfield Alliance – visitor guide
- IV. Unfinished business – none
- V. New business – 2022 annual meeting
 - 1. Major HPC accomplishments in 2021
 - 2. HPC goals & objectives for 2022
 - 3. 2022 meeting dates & times
 - 4. Election of officers
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION
MINUTES OF NOVEMBER 16, 2021
SPECIAL MEETING**

A special meeting of the Heritage Preservation Commission (HPC) was held in the council chambers at City Hall on November 16, 2021. This meeting was called to replace the regular meetings originally scheduled for October 26 and November 23. The meeting was called to order by Chairperson Giesen at 7:00 P.M.

Members present: Chris Giesen, Ben Frederichs, Myrthis Griffith and Sara Sturgis and Michael Martin. Pam Bluhm and Ruth Ann Lund were absent.

Others present: Preservation Planner Robert Vogel.

Approval of minutes: Martin moved to approve the draft minutes of the September 28, 2021 regular meeting as presented; the motion was seconded by Frederichs and unanimously approved.

CLG annual report: Copies of the city's Certified Local Government (CLG) annual report for the federal fiscal year ending September 30, 2021 were distributed. The report is a requirement for maintaining the city's CLG status.

Haven Wall: City Planner Logan Tjossen has assigned the following street address to the historic Haven Wall: 212 Winona Street SE.

Comprehensive plan: Preservation Planner Vogel asked HPC members to carefully review the Heritage Preservation section of the 2015 comprehensive plan so that the commission can update its goals and policies. He recommended that the comprehensive plan should be a priority for the HPC's 2022 work plan. There was general agreement that the plan needed to be updated to reflect a more strategic vision of heritage preservation's role in planning for community development.

Chatfield Center for the Arts: Members reviewed the draft Certificate of Appropriateness (COA) prepared by Preservation Planner Vogel for the arts center renovation project. By ordinance, the HPC is required to issue COAs for construction work at the arts center, which is a designated Chatfield Heritage Landmark; the city code also requires the HPC to base its design review decisions on established standards and the arts center preservation plan. There was discussion of the HPC's role in the arts center project and the need to integrate heritage preservation with other project planning. Vogel advised the commission that the project would probably require additional design review by the HPC in response to changes in the project plans and specifications. Martin moved to approve COA-2021-001 subject to the conditions outlined in the certification document; the motion was seconded by Frederichs and unanimously approved.

Next meeting: Chairman Giesen recommended not having an HPC meeting in December. The consensus was to hold the next regular commission meeting on January 25, 2022.

There being no further business, the meeting was adjourned at 7:55 P.M.

Respectfully submitted,

Robert C. Vogel

Preservation Planner

♦♦Chatfield Heritage Preservation Commission♦♦

Chatfield City Hall 21 Second Street SE Chatfield, Minnesota 55923

HPC GOALS & OBJECTIVES FOR 2022

1. Continue to hold monthly commission meetings.
2. Sponsor educational activities during Preservation Month (May).
3. Conduct a joint meeting with the city council.
4. Apply for Certified Local Government grant funding to update the city's comprehensive heritage preservation plan.
5. Nominate all of the National Register listed properties for designation as Chatfield Heritage Landmarks.
6. Develop and implement a master plan for conservation and public use of the Haven Wall.
7. Initiate the planning process for additional heritage site interpretive signs.
8. Establish an on-line digital library of publications relating to the preservation, protection and use of Chatfield's heritage preservation resources.

Bylaws of the Chatfield Heritage Preservation Commission
Revised 2019

Name: The name of the commission shall be the Chatfield Heritage Preservation Commission (hereinafter the “HPC”).

Mailing address: The mailing address of the HPC shall be the City of Chatfield, Thurber Community Building, 21 SE Second Street, Chatfield, MN 55923.

Organization:

1. **Membership.** The HPC shall have seven (7) voting members appointed by the mayor and city council. At least one member shall be a member of the Fillmore or Olmsted county historical society. One voting member shall be a member of the Chatfield city council. The mayor and city council may also appoint ex-officio, non-voting members to serve on the HPC at the pleasure of the HPC.
2. **Term of office.** HPC members shall serve three-year terms of office, except for the city council member who shall serve a term prescribed by the mayor and council.
3. **Officers.** The officers of the HPC shall consist of a chairperson, vice chairperson and secretary elected annually by the HPC.
4. **Duties of the HPC chairperson.** The chairperson shall preside at all regular and special meetings of the HPC.
5. **Duties of the HPC vice chairperson.** The vice chairperson shall preside at any regular or special meeting of the HPC in the absence of the chairperson; the vice chairperson shall perform all of the duties of the chairperson if the chairperson cannot exercise or perform the same due to absence or resignation.
6. **Duties of the HPC secretary.** The secretary shall keep or cause to be kept a record of all meetings of the HPC, including minutes of all regular and special HPC meetings. The secretary may also preside at HPC meetings in the absence of the chairperson and vice chairperson.
7. **Staff.** The city council may provide the HPC with paid professional staff as needed.
8. **Subcommittees.** The HPC may establish such subcommittees as necessary by majority vote of the members present at any regular meeting. Every subcommittee shall have at least two (2) HPC members appointed by the HPC chairperson.

HPC meetings:

1. **Regular meetings.** The HPC shall hold regular meetings on the dates established at the annual meeting. The HPC will meet a minimum of four (4) times during each calendar year.

2. **Special meetings.** Special meetings of the HPC may be called by the chairperson or any three (3) voting members, or at such time as a quorum of the HPC shall determine. HPC members shall be notified at least seventy-two (72) hours in advance of the special meeting date.
3. **Annual meeting.** The HPC shall hold an annual meeting for the purpose of electing officers, establishing regular meeting dates and times, and adopting an annual work plan.
4. **Quorum.** A quorum for any regular or special HPC meeting shall be a majority of the voting members.
5. **Rules of order.** All meetings of the HPC shall be governed by the most recent edition of "Robert's Rules of Order."

Amendments: The bylaws of the HPC may be amended at the annual meeting by a majority vote of the members present.

Adopted May 21, 2019

♦♦Chatfield Heritage Preservation Commission♦♦

Chatfield City Hall 21 Second Street SE Chatfield, Minnesota 55923

2022 HPC MEETING SCHEDULE

January 25, 2022 – 7:00 P.M.

February 22, 2022 – 7:00 P.M.

March 22, 2022 – 7:00 P.M.

April 26, 2022 – 7:00 P.M.

May 24, 2022 – 7:00 P.M.

June 28, 2022 – 7:00 P.M.

July 26, 2022 – 7:00 P.M.

August 23, 2022 – 7:00 P.M.

September 27, 2022 – 7:00 P.M.

October 25, 2022 – 7:00 P.M.

November 22, 2022 – 7:00 P.M.

December 27, 2022 – 7:00 P.M.