

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION**

REGULAR MEETING

Meet in Lobby at Chatfield Center for the Arts

**Tuesday, September 27, 2022
7:00 P.M.**

Agenda

- I. Call to order
- II. Approve minutes of August 23, 2022 regular meeting
- III. Reports - none
- IV. Unfinished business – none
- V. New business
 - 1. Select locations for outdoor interpretive signs at Chatfield Center for the Arts
 - 2. World War I memorial plaque restoration plans
 - 3. HPC use of new Board Room at Chatfield Center for the Arts
- VI. Other new business
- VII. Miscellaneous
- VIII. Adjournment

**CITY OF CHATFIELD
HERITAGE PRESERVATION COMMISSION
MINUTES OF AUGUST 23, 2022
REGULAR MEETING**

A meeting of the Heritage Preservation Commission (HPC) was held in the council chambers at City Hall on August 23, 2022. The meeting was called to order by Vice Chairperson Frederichs at 7:00 P.M.

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

Others present: Preservation Planner Robert Vogel.

Approval of minutes: Martin moved to approve the draft minutes of the July 26, 2022 meeting as presented; the motion was seconded by Lund and unanimously approved.

CCA progress report: Preservation Planner Vogel provided an update on the status of the arts center renovation and modernization project. The project is substantially complete; however, some work items remain unfinished and final inspections to document certification of compliance with preservation standards have not yet been conducted. The facility will have its “grant re-opening” on September 24.

Haven Wall signage: Preservation Planner Vogel shared a cost estimate provided by the city’s public works director for two 24-by-24 inch steel signs to be installed at the Haven Wall historic site. The total estimated cost for the signs is slightly less than two hundred dollars. Commission members generally approved of the design but were uncertain regarding color, with some members favoring black lettering on a white background and others preferring white lettering on a brown background. There were also questions about which city logo to use. Vogel will ask public works if the commission can be provided with samples in both color schemes.

2023 budget: Vogel distributed copies of a 2023 budget worksheet for heritage preservation provided by the city clerk, which showed a total proposed allocation of \$39,330. Chairperson Giesen reported that the mayor and council had seen the same information and had not cut anything; the \$25,000 requested for the downtown façade improvement grants initiative remains in the 2023 budget. Preservation Planner Vogel and Chairperson Giesen were directed to draft a brief statement on behalf of the HPC that would help explain the rationale behind the commission’s budget request.

Interpretive signs at arts center: The commission reviewed its plan for installing the three remaining interpretive sign panels at the Chatfield Center for the Arts. The signs were developed as part of an HPC-sponsored project financed by a federal grant and have been in storage at public works since 2020; the commission had decided to hold off on installation until the CCA Phase II construction was completed. Commissioners agreed with Preservation Planner Vogel’s recommendation to have HPC members and city staff meet on-site to re-examine the sign locations prior at the HPC’s next meeting (scheduled for September 27) by which time

landscaping work at the arts center should be completed. It was also agreed that this would be a good time to select and prioritize alternative locations for re-installation of the World War I memorial plaque (which still needs to be refurbished).

Preserve Minnesota conference: Members were reminded that the annual statewide meeting for heritage preservation commissions will be held in Duluth on September 14-16. Martin has volunteered to represent the Chatfield HPC and the city has applied for a scholarship grant to pay his registration fee and other expenses. Members who have not registered for the conference should contact the city clerk if they wish to be reimbursed for their expenses.

There being no further business, Frederichs moved to adjourn the meeting; the motion was seconded by Martin and unanimously approved at 8:05 P.M.

Respectfully submitted,

Robert C. Vogel

Preservation Planner