

**MINUTES
CITY OF DELANO
HISTORIC PRESERVATION ADVISORY COMMITTEE
Tuesday October 5, 2009
6:30 p.m.**

1. CALL TO ORDER

The regular meeting of the Historic Preservation Advisory Committee was called to order by Vice Chairman Jon Steinmetz, on Tuesday, October 5, 2009.

2. ROLL CALL

Members Present: Debbie DeBeer, Chairman
Jason Thompson, Vice Chair
Jon Steinmetz, Member
Bob Heltemes, Member (Arrived at 7:00 p.m.)
Marla Frach, Secretary
Brad Bruhn, Member

Members Absent: Robert Gruba, Member

Also Present: Marlene E. Kittock, City Clerk
June Sutton
Wally Grotz

3. APPROVAL OF AGENDA

Without objection the agenda for the regular meeting of Monday October 5, 2009, was approved.

4. ELECTION OF OFFICERS

Marlene E. Kittock, City Clerk, administered the oath of office to the new member Debbie DeBeer.

a. Chairman

Motion by Brad Bruhn, seconded by Jason Thompson to nominate Debbie DeBeer as Chairman of the Historical Preservation Committee. Motion Carried 4-0-1 Debbie DeBeer abstained.

b. Vice Chairman

Motion by Brad Bruhn, seconded by Jon Steinmetz to nominate Jason Thompson as Vice Chairman of the Historical Preservation Committee. Motion Carried 4-0-1 Jason Thompson abstained.

**MINUTES
CITY OF DELANO
HISTORIC PRESERVATION ADVISORY COMMITTEE
Tuesday October 5, 2009
6:30 p.m.**

c. Secretary

Motion by Brad Bruhn, seconded by Jason Thompson to nominate Marla Frach as Secretary of the Historical Preservation Committee. Motion Carried 4-0-1. Marla Frach abstained

2. MINUTES

- a. Minutes of January 5, 2009**
- b. Minutes of February 2, 2009**
- c. Minutes of March 2, 2009**
- d. Minutes of April 6, 2009**
- e. Minutes of May 4, 2009**
- f. Minutes of June 1, 2009**
- g. Minutes of July 6, 2009**
- h. Minutes of August 3, 2009**
- i. Minutes of September 8, 2009**

Motion by Jason Thompson, seconded by Brad Bruhn to approve the minutes of the Historical Preservation Committee of January 5, 2009, February 2, 2009, March 2, 2009, April 6, 2009, May 4, 2009, June 1, 2009, July 6, 2009, August 3, 2009, and September 8, 2009 as presented. Motion Carried.

3. DISCUSSION ITEMS

- a. Review and discuss the Bylaws and Ordinance the established the Historical Preservation Committee.**

The committee reviewed the 2004 Adoption Resolution R-04-25 which established the Committee, the Bylaws from 2004, and the current 2009 Re-Codified Ordinances. The Committee greatly appreciated the review of duties as it had been some time since they reviewed them and the 2009 ordinance had a lengthy list of responsibilities.

- b. Cookbook Sales Update**

Marlene E. Kittock and Bob Heltemes turned in the money from the 18 cook books sold. Committee discussed various locations where the cookbook were being sold at: City Hall, Senior Center, Linnea's Ice Cream, and through society members. Other possible locations were discussed were: 3 Crows, Rieder Meats, Coborn's, Library, State Bank of Delano, Crow

**MINUTES
CITY OF DELANO
HISTORIC PRESERVATION ADVISORY COMMITTEE
Tuesday October 5, 2009
6:30 p.m.**

River State Bank, Star West, Landscape Structures, Delano Municipal Utilities, and Municipal Liquor Store. Everyone took one or two locations and will notify Jon Steinmetz if there is a possibility of additional distribution.

c. Discuss Building Preservation and Future Center Plans

The Committee discussed the \$50,000 matching grant and the ways to generate the matching funds; discussion continued regarding potential funds from the Delano Dream Team for soft costs such as architect and structural engineering fees. Some concerns were expressed due to the potential budget cuts and the economy. Brad Bruhn, Jason Thompson, and Jon Steinmetz will meet with Phil Kern, City Administrator for action steps and report back to the Committee.

d. Discuss security of the building and possible rekeying the doors.

Marlene E. Kittock explained that after the last meeting, some Committee Members had gone upstairs to the great room and noticed that some windows had been left open and some of the blinds were falling apart. The building should have walk throughs after event. Some concerns were expressed that too many keys may have been released and if copies were made, even though the master copy states "Do not duplicate". Marlene E. Kittock inquired if the Committee wanted to make a recommendation to Council to have all or some of the exterior doors rekeyed. After further discussion, the Committee's consensus was not to rekey at this time.

e. Information plaques for building/steeple replica which is on display in the City Hall Rotunda

The Committee discussed the building /steeple replica that was constructed for the annual parade and is now on display in the City Hall Rotunda. Display boards are needed around the exhibit to explain the replica; perhaps creating a donation drop-off near the exhibit to assist with further restoration costs. Brad Bruhn and Jason Thompson agreed to compile some fun facts and Debbie DeBeer will design the plaque.

4. COMMUNICATIONS AND ANNOUNCEMENT

a. Dream Team Meeting in October

Brad Bruhn and Jason Thompson reported that Phil Kern had suggested that some of the soft cost for the renovation could be paid for by the grant money that the Dream Team has received. Marlene E. Kittock indicated that a formal application to the Steering Committee

MINUTES
CITY OF DELANO
HISTORIC PRESERVATION ADVISORY COMMITTEE
Tuesday October 5, 2009
6:30 p.m.

would need to be completed. Debbie DeBeer said she would be willing to request funding; however the committee would need specific details for restorations costs as other venues may have also requested grant money. A special meeting could be scheduled after Brad Bruhn, Jason Thompson, and Jon Steinmetz have met with Phil Kern. Other things that need to be done at the Center is the ceiling removal, tuck pointing, lighting plan, footing replacements, steeple reinforcements, front façade restoration etc.; a comprehensive analysis is needed.

b. Old Fashion Christmas In Historic Downtown Delano on December 5th

Debbie DeBeer discussed the Old Fashion Christmas in Historic Downtown Delano (OFC) event that is scheduled for December 5th. The Chamber group is planning on doing the tree lighting on Thanksgiving evening this year, November 26, 2009. The Arts and Culture Counsel want to make this an annual winter event similar to the July 4th Celebration. They will have guest artists display their wares (painting, photos, etc.) in the local shop windows, maybe have fire barrels to warm participants around town, different Santa displays, punch cards, carolers. The Delano Senior Center has scheduled several programs throughout the day. Rivertown Boutique will be at the Community Education Building, a secret Santa drop-off will be at St. Peter's Church, and final evening performance of "Amahel and the Night Vistor" will be that evening at St. Peter's. The committee could also sell the cookbooks promoting them as a Christmas gift idea. Possible other old fashion Christmas events are lefse demonstration, Taffy Pull, Old Movies upstairs, and tree decorating with stringing popcorn and cranberries. Some members questioned if these items could be done at the Center since there is no cooking facility and expressed some health and food distribution concerns. Since this date is quickly approaching the Committee and Society decided to have a special meeting on October 20th to discuss any follow up on these tentative plans.

c. Downtown Building Restoration

Brad Bruhn and Jason Thompson questioned why the old grocery store on the corner of Elm and River was being painted. Debbie DeBeer explained that this was an Eagle Scout Award Project, with the assistance of a member of the Walldogs to increase interest in other historic murals downtown. The old Occidental Flour and Bread Company sign was also being restored on the side of the building. The Committee liked this idea and discussed if they could be informed in the future of these restoration projects.

5. ADJOURNMENT

MINUTES
CITY OF DELANO
HISTORIC PRESERVATION ADVISORY COMMITTEE
Tuesday October 5, 2009
6:30 p.m.

There being no further business to discuss the Historic Preservation Advisory Committee meeting of October 5, 2009, the regular meeting of the Delano Heritage Preservation Committee was adjourned at 8:45 p.m.

The next meeting is scheduled for November 2 2009, at 6:30 p.m. in the Conference Room at Delano City Hall.

Debbie DeBeer, Chairman

Marla Frach, Secretary

ATTEST:

Marlene Kittock, City Clerk/Treasurer