

**MINUTES  
CITY OF DELANO  
HISTORIC PRESERVATION ADVISORY COMMITTEE  
Monday November 2, 2009  
6:30 p.m.**

**1. CALL TO ORDER**

The regular meeting of the Historic Preservation Advisory Committee was called to order by Chairman Debbie DeBeer, on Monday, November 2, 2009.

**2. ROLL CALL**

**Members Present: Debbie DeBeer, Chairman  
Jason Thompson, Vice Chair  
Jon Steinmetz, Member  
Bob Heltemes, Member  
Marla Frach, Secretary  
Brad Bruhn, Member  
Robert Gruba, Member**

**Also Present: Marlene E. Kittock, City Clerk**

**3. APPROVAL OF AGENDA**

**Motion by Jason Thompson, seconded by Brad Bruhn to approve the agenda of the Monday, November 2, 2009 Historic Preservation Committee Meeting. Motion Carried.**

**4. MINUTES**

**a. Minutes of October 5, 2009**

**Motion by Jason Thompson, seconded by Brad Bruhn to approve the minutes of the Historical Preservation Committee of October 5, 2009, Motion Carried.**

**5. DISCUSSION ITEMS**

**a. Old Fashion Christmas Event (OFC)**

Debbie DeBeer updated the commission regarding events, the flyer and other related items regarding the Old Fashion Christmas Event (OFC). Debbie DeBeer had prepared a draft flyer and poster layout for all to review. An article will be placed in Herald Journal. The Arts and Culture Organization has book Santa Randy to be at the History Center from 1 to 3 for December 5<sup>th</sup> event. She still needs who will be paying the fee associated with having Santa at the event. There is an art walk, theme Santas at various locations, old fashion decorations on display at the center, Apple Jacks trailer rides, window decoration, Rivertown Boutique at the Community Ed Building, and cookbook sales with recipe samples. Society

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members are planning on a cleanup and set up displays day on Saturday November 7<sup>th</sup>. There was an issue noted with the men's restroom being out of order. No one knew for sure if this was due to the light fixture not working, which has since been repaired or a new issue. Also the water is very black. Marlene E. Kittock will have the City crews check it out and flush the water heater.

**b. Cookbook Sales Update**

Cookbooks had been taken to the Winery for resale. The two local banks have offered to display the books within their banks.

**c. Discuss Building Preservation and Future Center Plans**

The committee reviewed the request for proposals Architectural Services for the building preservation grant. The city has received a \$50,000 matching grant. City Staff has prepared a draft Request for proposal and is looking for Preservation Committee comments on the RFP. The Committee suggested that the RFP have a "submit by date". Brad Bruhn, Jon Steinmetz, and Jason Thompson indicated that they had meet with Phil Kern earlier to discuss the next steps in the process. The Architect will need some general guidance with respect to future use of the building. The committee wanted to make sure that the roof replacement and fire suppression systems were included in the first phase of renovation. Also the inclusion of a future elevator for public access to the upper level is important. The upper floor will most likely serve as a great room for civic and other meeting areas for Jaycees, Lions, and Scouts etc., the first floor will continue to be the display area for the Society artifacts. The tower/steeple with the curfew siren needs to be included in proposal for repair and maintenance. The Preservation Committee questioned the language regarding a subcommittee that would meet every three weeks for the schematic design phase. They requested clarification if there would be a subcommittee of the entire preservation committee or selected members along with city staff member and or City Council members.

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

Jason Thompson stated that he has stated some informational sheets regarding the steeple replica at City Hall. He will try to finish the sheet for review by Debbie DeBeer and others and get it posted. Debbie DeBeer stated that the Senior Center want to decorate the replica with some evergreen trees and snow type winter scenery theme.

**6. COMMUNICATIONS AND ANNOUNCEMENT**

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**a. Dream Team Meeting in October**

Debbie DeBeer stated that she spoke with the Dream Team regarding use of some of the grant money for Architect fees; however there is only \$10,000 to fund all the goals and projects of the Dream Team and the funds have to be spread around the entire Historic downtown theme and not for just one product.

**5. ADJOURNMENT**

There being no further business to discuss the Historic Preservation Advisory Committee meeting of November 2, 2009, the regular meeting of the Delano Heritage Preservation Committee was adjourned at 7:30 p.m.

The next meeting is scheduled for December 7, 2009, at 6:30 p.m. in the Conference Room at Delano City Hall.

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Debbie DeBeer, Chairman

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Marla Frach, Secretary

ATTEST:

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Marlene Kittock, City Clerk/Treasurer