

**MINUTES  
CITY OF DELANO  
HISTORIC PRESERVATION ADVISORY COMMITTEE  
Monday January 4, 2010  
6:00 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, January 4, 2010 at 6:10 p.m.

**2. ROLL CALL**

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

**Members Absent:** Bob Heltemes, Member

**Also Present:** Marlene E. Kittock, City Clerk  
Luke Fischer, Assistant to the City Administrator

**3. APPROVAL OF AGENDA**

Motion by Jon Steinmetz , seconded by Jason Thompson to approve the agenda of the Monday, January 4, 2010 Historic Preservation Committee Meeting. Motion Carried.

**4. MINUTES**

**a. Minutes of Monday, December 7, 2009, 2009**

Motion by Jon Steinmetz, seconded by Jason Thompson to approve the minutes of the Historical Preservation Committee of December 7, 2009, Motion Carried.

**5. DISCUSSION ITEMS**

**a. Election of Officers**

Without objection the Committee's consensus was to retain the same individuals as Chairman, Vice Chairman and Secretary.

**b. Cookbook Sales Update**

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Marla Frach reported that cookbook sales were very slow. Two additional sales were made at the Delano Flower Farm and a couple more at the Delano Library.

**c. Discuss Building Preservation and Future Center Plans and RFP for Architect**

Luke Fischer met with the Committee to review the Request for Proposal received for the first phase renovation of the History Center. Two proposals were received. First one being from MacDonald and Mack at a cost of no to exceed \$16,700 and the second one was received from Collaborative Design Group, Inc., at a cost not to exceed \$25,945. Debbie DeBeer questioned if the proposal were comparable to which Luke Fischer stated the affirmative. Marla Frach indicated that there is approximately \$2500 in the Historical Society fund. Luke Fischer reminded the committee that this is a 50-50 matching grant

**Motion by Debbie DeBeer, seconded by Robert Gruba to recommend the execution of an agreement for Architectural Plans of the History Center to MacDonald and Mack. Motion Carried 6-0**

**Motion by Robert Gruba, seconded by Jon Steinmetz to recommend appointment Brad Bruhn, Debbie DeBeer, and Jason Thompson as the subcommittee members from the Preservation Committee to meet with the Architect for the plans and construction phase portion of the improvement project. Motion Carried 6-0**

Jon Steinmetz cautioned the Committee regarding the stability of the bell tower. He is aware of a testing material that can economically determine if the tower is sound or not.

**d. Discuss Bill Eppel's Presentation and advertising thereof:**

Debbie DeBeer suggested that Bill Eppel's Presentation be proposed for a month or two to allow for advertising. Marla Frach will talk with Bill Eppel. Debbie DeBeer suggested speaking with Community Education to from advertising and the organizational part of the continued programming at the Center. It would be nice to go an event each month and to change out the theme of the display frequently.

**e. Other Items of Discussion**

Debbie DeBeer stated that additional discussion is required to ensure the separation of the Society from the Preservation Committee.

**6. COMMUNICATIONS AND ANNOUNCEMENT**

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**a. Dream Team Meeting**

No new report was available.

**7. ADJOURNMENT**

There being no further business to discuss the Historic Preservation Advisory Committee meeting of January 4, 2010, the regular meeting of the Delano Heritage Preservation Committee was adjourned at 7:15 p.m.

The next meeting is scheduled for February 1, 2010, at 6:00 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