

AGENDA

HERITAGE PRESERVATION COMMISSION MONDAY, January 9, 2023

CITY COUNCIL CHAMBERS 5:00 P.M.

1. Call to Order/Roll Call
2. Election of Officers
 - A. Chair
 - B. Vice-Chair
3. Approval of Agenda
4. Consent Agenda
 - November 7, 2022, Minutes (no December minutes/meeting cancelled)
 - 2023 Meeting Dates
5. Public Comment
6. Request & Presentations
7. Information Exchange
 - A) 2022 CLG Annual Report
 - B) 2023 Priorities – discuss ideas
 - C) CLG Grant application
8. Next Meeting Date
 - A) Monday, February 6, 2023 @ 5:00 p.m., City Council Chambers
9. Adjournment

Upon request, accommodations will be provided for individuals with disabilities wishing to participate

**MINUTES
HERITAGE PRESERVATION COMMISSION MEETING
MONDAY, NOVEMBER 7, 2022, 5:00 P.M.**

CALL TO ORDER/ROLL CALL

1. The Heritage Preservation Commission Meeting was called to order by Chair Anderson at 5:00 p.m.

Commission members Present: Chair, Julie Anderson Molly Byron
Tom Glaser Roy Srp

Commission members Absent: Dan Forest

Staff Present: Tina Wilson, PCED, Economic Development Manager
Julia Hall, City Clerk

APPROVAL OF AGENDA

2. Motion to approve agenda as present was made by Srp, seconded by Glaser. Motion carried 4-0.

CONSENT AGENDA

3. Motion to approve consent agenda was made by Glaser, seconded by Srp. Motion carried 4-0.

PUBLIC COMMENTS

4. None.

REQUESTS AND PRESENTATIONS

5. None.

INFORMATION EXCHANGE

- 6.
 - A. Tina Wilson, PCED reported that the City Code Chapter 155 looks to be good and not in need of an update.
 - B. Tina Wilson, PCED reported on the Certified Local Government (CLG) 2022 Annual Report.
 - C. Tina Wilson, PCED reported that there may be grant opportunities' to assist with the Walking tour in 2023.
 - D. Commission member Glaser made the recommendation of a letter to go with the permit process for all homes in the historic district reminding building/homeowners of the requirements for heritage preservation designated buildings/homes. The commission agreed this would be a positive move going forward. No formal decision was made.

Heritage Preservation Commission Meeting 11/07/2022

- E. Chair Anderson Started the conversation on having owners in the historic district who are currently renovating to come in and present to the commission their plans for their building/home. This item was tabled for more thought by commission until the next meeting.
- F. Chair Anderson asked for the next meeting bring some ideas to the table for priorities for the 2023 session.

NEXT MEETING DATE

- 7. The next Heritage Preservation Commission meeting to be held, Monday December 5, 2022, 5:00 p.m. in the Waseca City Hall Council Chambers.

ADJOURNMENT

- 8. It was moved by Byron, seconded by Anderson adjourn the meeting at 5:45 p.m. Motion carried 4-0.

Respectfully Submitted,

Julia Hall
City Clerk

2023
HERITAGE PRESERVATION COMMISSION MEETING DATES

The following regular meetings are scheduled for the 1st Monday of each month at 5:00 p.m. unless otherwise noted.

January 9 – **City offices closed January 2 as a recognized holiday**

February 6

March 6

April 3

May 1

June 5

July 10 - **City offices closed July 4th in observance of 4th of July**

August 7

September 11- **City offices closed September 4th in observance of Labor Day**

October 2

November 6

December 4

Waseca Certified Local Government
Annual Certified Local Government (CLG) Report
October 1, 2021 – September 30, 2022

The following is the required annual report from the City of Waseca demonstrating conformance with federal standards and Minnesota CLG requirements.

A. The local government must enforce appropriate state or local legislation for the designation and projection of historic properties.

A Downtown Historic District was established during 2020.

B. The local government must establish an adequate and qualified Historic Preservation Commission by State or local legislation.

The City of Waseca previously created a Heritage Preservation Commission (HPC) to carry out the mission of historic and heritage preservation and abide by all terms and procedures of Federal, State and local legislation. The HPC continues to meet monthly.

Heritage Preservation Commission Membership

See attached roster.

C. The local government must maintain a system for the survey and inventory of historic properties.

The Waseca HPC continues to collaborate with the Planning Department to see that the Guidelines for Downtown (Re) Development are followed.

City Staff is currently updating the ownership list of buildings within the historical district

D. The local government shall provide for adequate public participation in local historic preservation programs, including the process of recommending properties for nomination to the Historic Register.

Local ordinance and MN Statute require public-accessible meetings, hearings and comment periods. Regular and special meetings are posted as required by the Minnesota Open Meeting laws. Minutes are maintained by Waseca City Staff

and distributed to Commission members. Minutes are available on request at Waseca City Hall.

- E. The local government shall satisfactorily perform the responsibilities listed in points A-D above and those specifically delegated to it under the Act by the MN SHPO.**

Local Inventories, Studies and Activities

Downtown Historic Digital Walking Tour:

The HPC has started working on the Digital Walking Tour. As of September 2021, seven (7) properties are on the tour. The HPC continues to work on adding more Historic Buildings to the tour. The HPC website has been updated to provide more information <https://www.ci.waseca.mn.us/heritage-preservation-commission/pages/historic-downtown-waseca-buildings>

Local Recognition of Historic Properties:

The awards for the local recognitions of Historic Properties were held during the May 2, 2022, meeting. The following businesses were recognized for their efforts to maintain their historic properties: Ward House Brewing, North Waseca Lutheran Church, and Lush Cakes were honored.

Required CLG Training:

Julie Anderson, HPC Representative, attended the 2022 State Preservation Conference which was held in Duluth.

Future Heritage Preservation Commission Activities

The Commission with city staff's help is preparing a letter for all building owners in the historic district, refreshing their minds as to the importance of the Historic District and ways to be stay within guidelines.

The Commission will be working with local school students to expand the number of stops on the walking tour as well as what information would be available on the commission's website page.

Annual HPC Certified Local Government Assurances


Name of HPC: City of Waseca Heritage Preservation Commission
Fiscal Year: October 1, 2021 – September 30, 2022

1. I hereby certify that the City of Waseca Heritage Preservation Commission has adhered to the public participation provisions as stipulated under Section III.D of the "Minnesota Certified Local Government Procedures Manual" issued by the Minnesota State Historic Preservation Office.

2. I hereby certify that the City of Waseca Heritage Preservation Commission has adhered to the procedures of the State Archives Department of the Minnesota Historical Society, regarding commission records (see the State Archives publication "Preserving and Disposing of Government Records," pursuant to Minnesota Statutes 138.17).



Local Government Official



Date

(This form may be used to certify compliance with requirement III.E.2.f of the Annual Report required for all CLGs.)

**HERITAGE PRESERVATION COMMISSION
ROSTER**

August 2022

<u>NAME/ADDRESS</u>	<u>PHONE NUMBER</u>	<u>TERM EXPIRES</u> ^{# term}
Julie Anderson – Chair 204 10 th Street NE Waseca, MN 56093 Humann44@gmail.com	(C) 404-409-7731	1/31/2024
Tom Glaser 1609 Clear Lake Drive Waseca, MN 56093 tom@twglaser.com	(C) 507-206-8916	Planning Commission Representative <i>(Appointed May 2021)</i>
Molly Byron 122 North State Street Waseca, MN 56093 mbyron1@hickorytech.net	(W) 835-3355	Historical Society Representative <i>(Appointed September 2021)</i>
Roy Srp 904 3 rd Avenue NE Waseca, MN 56093 rdsrp@hickorytech.net	(C) 507-521-1185	City Council Representative <i>(Appointed August 2022)</i>
Dan Forrest 42125 State Highway 13 Waseca, MN 56093 dancherylforrest@gmail.com	(C) 503-421-8841 (H) 507-201-8783	1/31/2025
<u>Staff Liaison</u> Tina Wilson, Economic Development Manager 508 South State Street Waseca, MN 56093 507-835-9741 tinaw@ci.waseca.mn.us		<u>Administrative Assistant</u> Julia Hall, City Clerk 508 South State Street Waseca, MN 56093 507-835-9725 juliah@ci.waseca.mn.us

*** Ord. 1017 adopted 3/18/14, amended City Code Ch. 155 re: number of members from seven (7) to five (5) members**

These are the items from the 2022 CLG annual report

2022 Future Heritage Preservation Commission Activities

The Commission with city staff's help is preparing a letter for all building owners in the historic district, refreshing their minds as to the importance of the Historic District and ways to be stay within guidelines.

The Commission will be working with local school students to expand the number of stops on the walking tour as well as what information would be available on the commission's website page.

Do we want to add anything?

SHPO Certified Local Government (CLG) Grant FY23-Pre-Application

MN Dept of Administration

Project Narrative

Project Categories*

Please indicate which one of the following categories your project falls under.

Choices

1. Comprehensive Planning
2. Pre-Development
3. Survey
4. Evaluations
5. Local Designation Forms
6. National Register Nomination Forms
7. Public Education

Project Selection (10 points)*

Describe why you have selected this project and why it is a priority for your CLG.

Character Limit: 5000

Project Description (20 points)*

Please provide a detailed description of the project by describing what you propose to do in the sequence it will be done and how it will be done.

Provide all information requested for the project category checked above as outlined in the CLG Grants Manual.

Character Limit: 10000

Project Team (10 points)*

List project participants, their qualifications, and what roles and responsibilities they will have in this project.

Character Limit: 5000

Timeline (10 points)*

List key milestones, in the order they will be completed, and target dates for completion.

Character Limit: 5000

Community Impact, Public Benefit and Outreach (15 points)*

Include who will benefit and how they will benefit, describe how you will inform others about the project and share its results, and summarize community support for the project.

Character Limit: 8000

Final Product

Provide a concise description of products that will result from the project. You may upload any documentation you think is necessary.

Character Limit: 10000 / File Size Limit: 23 MB

Statewide Preservation Plan (15 points)*

Indicate at least **two objectives and their corresponding goal(s)** of the 2022-2032 Statewide Preservation Plan stated below that your project supports, and discuss how the project reflects each goal and objective indicated. (Grantees may choose two objectives from multiple goals)

Goal 1: Facilitate Connections and Cultivate Partnerships

Goal 1 Objectives:

1. Foster, strengthen, and expand relationships among and with communities and groups throughout MN
2. Increase knowledge of and build support for historic preservation among government officials
3. Clarify and coordinate roles to improve preservation outcomes

Goal 2: Expand and Share Information, Skills, and Access

Goal 2 Objectives:

1. Increase capacity for the identification, evaluation, and designation of historic resources
2. Improve and expand delivery of preservation information
3. Develop public outreach methods to reach new participants and nontraditional audiences
4. Increase awareness and understanding of historic preservation programs, activities, and benefits for new and existing audiences

Goal 3: Develop Proactive Strategies That Advance Equity, Expand Access, Increase Diversity, and Foster Inclusion

Goal 3 Objectives:

1. Focus on inclusive preservation planning that reflects diverse communities and experiences and respects all communities' goals and visions for their future so that all can share in the benefits
2. Increase representation and recognition of places important to diverse communities
3. Work to better understand, measure, document, and address inequities in the preservation field, education, and hiring practices
4. Engage a more diverse audience; listen to better identify, understand, and address broader perspectives
5. Acknowledge that achieving equity and diversity goals will require transformation, responsiveness to change, and a recognition of the role of unconscious bias

Goal 4: Promote Economic Benefits and Inspire Innovative Financial Opportunities

Goal 4 Objectives:

1. Identify and recognize community needs and gaps to inform development of funding tools that address those needs
2. Document program outcomes and publicize economic benefits, incentives, and funding mechanisms
3. Improve access and functionality of existing funding opportunities
4. Work to safeguard existing funding tools and organizations that make preservation happen in Minnesota

Goal 5: Strengthen Links Between Preservation, Sustainability, and Resiliency

Goal 5 Objectives:

1. Understand potential risks to historic and cultural resources; identify threats and possible solutions
2. Rethink large collective issues by adopting whole-system approaches with new and existing partners
3. Prioritize resiliency and disaster preparedness planning
4. Improve the state's ability to respond to emergencies and predicted environmental changes that will impact historic and cultural resources

Character Limit: 10000

Applicant Information/Project Summary/Budget Information

Application Information

- The application saves automatically. Grantees may log out and log back in at any time without data loss.
- Collaborate with others on this request by clicking the blue “Collaborate” button in the upper-right corner of this page. Type in their email addresses, add a personalized message, and choose level of permissions. “Can Edit” will allow them to answer questions without submitting the final version of the application. “Can Submit” will allow them to answer questions AND submit the application. Click here to learn more about Collaborating.
- Download and print a PDF of the questions by clicking the “Question List” button in the upper-right corner of this page.
- Click the blue **Submit** button at the bottom when you are finished. Once you submit, you may only make additional changes if you contact SHPO.

Name and Address of CLG*

Character Limit: 5000

Project Name*

Please provide a succinct title for the project.

Character Limit: 250

Amount Requested*

Character Limit: 20

Match Offered*

Must be at least 30% of total costs. If you are unsure of how much of a match is needed for your project, check your budget template.

Character Limit: 20

Budget and Budget Justification (20 points)*

Please download the budget template provided to save, fill out, and upload when completed.

In addition to completing and uploading the budget template:

Clearly describe each line item/category indicated on the budget template and the costs associated with each line item/category indicated on the budget template.

Character Limit: 8000 | File Size Limit: 3 MB

Authorized Representative*

City's Authorized Representative.

Character Limit: 100

From: [Julie Anderson](#)
To: [Tina Wilson](#)
Subject: Re: Grant
Date: Friday, December 30, 2022 11:30:55 AM

Hi Tina,

Yes - I was thinking this would fall under Public Education as well. I don't have specific dollar amounts but these are the categories that the grant could be used for:

1. Teacher stipend for 1 year class as well as summer prep time = \$5,000-6,000 (not sure of this exact figure but I can get that to you). ALSO - check with Michael Koop if this is something the grant could cover.
2. Potential software purchasing to create an app or website for the virtual tours.
3. Signage for downtown buildings - probably window clings - perhaps \$25-50 per window (maybe 30 windows total?)
4. Signage for other sites in Waseca - probably metal signs similar in size to the "Downtown Historic District" signs that we have? Not sure of the cost or quantity. Maybe 20 signs at \$50 each? These are costs that we would need to look into more.
5. Potential equipment to add audio narration to any text that a tourist would read to make this more disability friendly.
6. Potential equipment to create videos of the tours to add to the website of the historic locations or districts.

The class and the students would do the research, writing, marketing, design, and other aspects as part of their experience so there would be no costs for that.

The other questions you pose I will take a look at next week. I may need to consult with Mr. Hanson at the high school on some of this.

Hope this helps!
Julie

On Wed, Dec 28, 2022 at 1:17 PM Tina Wilson <tinaw@ci.waseca.mn.us> wrote:

Hi Julie

I am working my way through the grant guidance, but I could use a bit more information for the budget part

We will need to put specific items or tasks assigned to budget dollars. i.e., how will the class spend the \$10,000

I think our project will come under the heading of Public Education. Here is a sample/example of how we will be describing our project. We don't have to complete all of this steps for \$10,000 Below is an excerpt and see my notes added below in [blue](#)

A. PUBLIC EDUCATION

Public Education activities may include publications, educational curriculums, interpretive signage, or other programs dealing with various aspects of the local, state, and/or federal preservation program(s). Examples might include a guide to locally

designated properties (planned only after a properly conducted local survey is substantially completed), a workshop on the application of design guidelines in a historic district, or interpretive materials about significant archaeological resources. Public education activities should be based on work that meets the *Secretary of the Interior's Standards and Guidelines* and the *National Association for Interpretation Standards and Practices*, where applicable. They can be found online: <https://www.interpnet.com/>.

The following information must be included in the application narratives:

1. Description of the work on which the activity is based and an explanation of how that work meets applicable *Secretary of the Interior's Standards and Guidelines* and *National Association for Interpretation Standards and Practices*. *You have a good start on the narrative by giving the class description, we can build from there, together we can write the project...*
2. Description of all the products the project will produce. *Will there be anything printed or placed on the website or app, etc.*
3. Discussion of how the project will be evaluated. *This is the performance matrix, how will we know when the project is completed or successful*
4. A detailed plan showing how each step in the project will be conducted, who will be responsible for each step (project director, HPC members, consultant, etc.), and the dates by which each will be completed. *If we break the project is into specific tasks, each task should have an someone to be in charge*
5. Description of the how the project will be publicized, distributed, or otherwise made available to the public. *Education can come by way of print/web or workshop*
6. For workshops, conferences, and publications, indicate if there is to be a charge and, if so, what the estimated income will be and how that income will be used.
7. Discussion of how the project relates to the state's comprehensive planning process and the 2022-2032 Statewide Historic Preservation Plan. Simply citing the part of the Plan to which the project relates is not sufficient. *This is part of the narrative that I will help to write*

T

Tina G Wilson, PCED

Economic Development Manager

508 South State Street

City of Waseca, MN 56093

O: (507) 835-9741

C: (507) 475-2860

<https://www.ci.waseca.mn.us/>

From: Julie Anderson <humann44@gmail.com>
Sent: Tuesday, December 27, 2022 12:37 PM
To: Tina Wilson <tinaw@ci.waseca.mn.us>
Subject: Grant

Hi Tina!

I did meet with John Hanson and others at the high school about having a class next year for students to conduct local history. This would include continuing our work on the downtown walking tour as well as highlighting other places in Waseca that the students would find interesting to know about. The basic class description is below (although it may be tweaked yet before recruiting students to join the class). What do we need to apply for this grant or to indicate that we plan to apply for the grant?

I'd like to try to get the matching \$3000 from either our HS PTO or from the Waseca Area Foundation - that would give the class the full \$10,000 to work with next year. If the PTO approves that grant, we would know that by early February. If we need to go to the WAF, we wouldn't know until after March.

Let me know what else we would need to pursue this. Thank you!

Julie

Here's the class description so far:

[Waseca History Tour:](#)

[Summary:](#) Students will work to develop a historical tour of Waseca, MN that will allow for people to travel around Waseca and visit key locations. These locations will be the sites of significant events in the history of Waseca. The tour may also include visits to homes/buildings where key contributors to the history of Waseca lived, worked, etc. There are a wide variety of technological pieces to this but the hope is that a person could use their phone to navigate either using an app or instructions to reach one of the destinations. At that destination they will simply access information via a QR code. This will lead them to images, interviews and a wide range of historical information about that event, location or person. If a

visitor is not able to visit Waseca physically, it is our hope that all of this same information will be available via a web site.

The full year class has two major basic goals:

1. The educational aspect for students includes the opportunity to develop a wide range of skills including research, presentation, planning, organization, marketing, and many technology related skills like web design, app development, etc.

2. This project will serve as a valuable service to the community to guests as well as permanent residents. People will grow to have a better understanding of the important people and events that led to Waseca becoming what it is today.

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Julie Humann Anderson, PhD

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404-409-7731 (c)

 EXTERNAL EMAIL SENDER – Think Before You Click !!

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