

AGENDA

HERITAGE PRESERVATION COMMISSION MONDAY, MARCH 6, 2023

CITY COUNCIL CHAMBERS 5:00 P.M.

1. Call to Order/Roll Call
2. Approval of Agenda
3. Consent Agenda
 - A. February 6, 2023, Meeting Minutes
4. Public Comment
5. Request & Presentations
 - A. Approve Signage Permit Application for:
 - a. 208 State Street North
 - B. Review and approve proposals for Heritage Preservation Consultant RFP
6. Information Exchange
 - A. CLG Grant application filed February 22, 2023
 - B. Heritage Preservation District Building Owner/Operator Letter Review
 - C. Heritage Preservation Month Articles and Ideas
7. Next Meeting Date
 - A. Monday, April 3, 2023 @ 5:00 p.m., City Council Chambers
8. Adjournment

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

MINUTES
HERITAGE PRESERVATION COMMISSION MEETING
MONDAY, FEBRUARY 6, 2023 AT 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
 James Ebertowski Dan Forrest

Commission members Absent: Planning Commission Representative-Vacant

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

APPROVAL OF AGENDA

2. Motion to approve agenda adding “Draft Letter to Business/Building Owners in the Downtown Historic District” as item 6B was made by Anderson, seconded by Forrest. Motion carried 4-0.

CONSENT AGENDA

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

PUBLIC COMMENTS

4. None.

REQUESTS AND PRESENTATIONS

5. A. Tina Wilson, PCED, Economic Development Manager for the City of Waseca presented the draft Request for Proposal (RFP) that will be presented at City Council on Tuesday February 7, 2023. Motion was made by Byron to approve the RFP, seconded by Ebertowski. Motion carried 4-0.

The list of approved Preservation Specialist was reviewed for RFP invitation selection. There were five (5) that met the requirements of the board.

- 106 Group
- AKAY Consulting
- Ganzelworks
- Hoisington Preservation Consultants
- Streamline Associates

Motion was made by Anderson to approve the list of five (5), seconded by Byron. Motion carried 4-0.

- B. Bill Green, Planning and Zoning Coordinator, received an email asking us to look at a proposal for a sign to be located at ~~for~~ 104 North State Street. After reviewing the pictures submitted the board agreed that sending the guidelines for the Historic District would be of the best help to the business owner at this time and they can then submit their plans with the application for approval.

A signage permit application and pictures were submitted for 308 South State Street. Question about the exterior renovations were brought up, Chair Anderson asked Staff to reach out to the business owner for clarification on a few items and the process.

Motion was made by Anderson to table to application until the March 6th meeting, seconded by Byron. Motion carried 4-0.

INFORMATION EXCHANGE

- 6.
- A. Tina Wilson, PCED reported that the 2022 Certified Local Government (CLG) Grant process is moving ahead. She asked is Chair Anderson would be able to acquire a letter from Mr. Hanson at the Waseca High School showing his support for the program. Several local groups were presented as possible groups for funds to meet the match for the grant. Conversation to continue.
- Discover Waseca
 - Waseca Area Foundation
 - Waseca County
 - City of Waseca Economic Development Authority
 - City of Waseca

Chair Anderson said that in the meetings with the high school there was conversation for a dedicated camera where they would not have to rely on the school's camera. This addition will depend on the overall project budget and grant application.

- B. Chair Anderson presented a draft letter written to the business/building owners located within the Downtown Historic District. This letter will be reviewed by the board members and updates will be presented at the March 7, 2023 HPC meeting.

NEXT MEETING DATE

7. The next Heritage Preservation Commission meeting to be held, Monday, March 6, 2023, at 5:00 p.m. in the Waseca City Hall Council Chambers.

ADJOURNMENT

8. It was moved by Anderson, seconded by Ebertowski to adjourn the meeting at 5:55 p.m. Motion carried 4-0.

Respectfully Submitted,

Julia Hall
City Clerk

SIGN PERMIT APPLICATION

Date 2/17/23

Application Fee \$20 - Signs 1 to 100 feet²
 \$30 - Signs over 100 feet²

REQUIRED SUBMITTALS:

Drawing/s of the proposed sign and support structure (if any) showing:

- Lettering and Logo Layout
- Sign Dimensions (height and width-for irregular signs measure a box that contains all sign elements)
- Sign Support Structure (including footings for ground, pylon, billboard)

Drawing showing placement of sign on building or lot, including setback from property lines

Application Fee (Payable to City of Waseca)

Site:
Cand A designs MN 208 N State Street Waseca
 Business Name Address


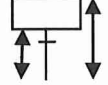
Applicant:
Daniell Andrioli 507-441-1253 candadesignmn@gmail.com
 Name Address Phone E-Mail Address

Property Owner:
Connect Property Management 507-345-6018
 Name Address Phone E-Mail Address







Sign Installer:
Wet signs Waseca 507-382-6034
 Name Address Phone E-Mail Address

Existing Signs: Total number Total Sign Area (feet²)

Proposed Sign Information:

Sign Area: 28 feet² Sign Height: From ground to bottom of sign feet 
 From ground to top of sign feet 

Sign Type: Im just replacing the words on existing sign

Building Wall  Canopy or Awning  Electronic Message Board
 Ground  Suspended  Billboard
 Pylon  Projecting  Temporary

Illumination: N/A
 Internal External Neon

Billboards Only: Spacing Between Proposed Billboard and Nearest Existing Billboard ft.
 Spacing Between Proposed Billboard and Nearest Residential Use ft.

Incidental sign information (number, size), etc. Same sign - change of name & branding

Office Use Only		
Primary Business Frontage	<u>22</u> feet x 2 feet ² = <u>44</u> signage feet ²	<u>Maximum</u>
Corner Building Frontage	<u>0</u> feet x 1 feet ² = <u>0</u> signage feet ²	
Visible Rear Building Frontage	<u>0</u> feet x 1 feet ² = <u>0</u> signage feet ²	
Lot Area	<u>2640</u> feet ²	Maximum Height <u> </u> Maximum Sign Area
Lot Frontage	<u>22</u> feet ÷ 300 = <u>0</u>	Number of free standing signs allowed (1 for first 300sf, one for each additional 300sf)

(Approximate south half of building)

Variance Required?

___ YES

NO

Conditional Use Permit Required?

___ YES

NO

Signature:

The undersigned hereby acknowledges that the above information is true and correct, and that all work herein mentioned will be done in accordance with ordinances of the City of Waseca and the State of Minnesota.

[Handwritten Signature]

Signature of Applicant

Signature of Property Owner

Sign Permit Approval:

[Handwritten Signature]

Planning & Zoning Coordinator

2/24/2023

Date

Heritage Preservation Commission

Date

*Need fee
+ HPC
approval
before issuing*

Keeping

Change

Change



using this
 sign and
 size.
 just change
 the words





LOCAL HANDCRAFTED GOODS

VENDORS WELCOME

SOUTHERN MINNESOTA

DIY WORKSHOPS & PRIVATE PARTIES

507-352-6034

Wet Sign

507-352-6034

**Site Alteration Permit Application
City of Waseca
Heritage Preservation Commission**

For Office Use only

Date Received: 2/17/23

Complete: ___Yes ___No

Property Address: 208 N State Street Waseca

Parcel ID #: _____

Property Owner: Connect Property management

Address: Mankato

Phone: 507-382-6518 E-mail: _____

Applicant: Danielle Androli

Address: 8912 LISth Ave Janesville MN

Phone: 507-461-1253 E-mail: _____

Contractor: Wet Signs

Address: Waseca

Phone: 507-382-6034 E-mail: _____

Proposed work (check all of the boxes that apply):

- New Construction
 - Construction of a new building
 - Addition to existing building
 - Construction of accessory structure (such as garage, gazebo)
- Demolition in whole or in part
- Architectural details/elements
 - Repair of existing details/elements
 - Replacement of details/elements that have been removed or damaged
 - Removal of or changes to details/element that alter the architectural style
- Application of exterior siding materials
 - The siding is the same type as that already on the building
 - The siding is a different kind, type, or texture than that already on the building
- Application of roofing materials
 - Roofing materials are the same/similar to the kind, type, texture on the building
 - Roofing materials are a different kind, type, or texture than those on the building
- Window and Doors
 - Replacement of windows or doors
 - Repair of existing windows or doors
 - Adding windows or doors in new location or relocating windows or doors
- Addition or removal of awnings, exterior shutters, canopies, or similar appurtenances
- Brick or other masonry materials
 - Cleaning
 - Repair
 - Replacement
- Alterations to the roofline
- Painting

Other (specify): going over existing sign that is currently above door. Wet signs is doing the work.

Site Alteration Narrative:

The sign that is currently there I am having wet signs take the logo off and put my ~~etc~~ logo and change some wording

Business Description (Type of Business): Retail and DIY workshops

History of Building (Age, Previous Owners/Businesses): _____
- Craft my party
- Hammer and Stain

Other comments/Information: _____

Submittal Requirements:

In order to review and evaluate the request for a Site Alteration permit, the list of items below must be submitted.

- Completed and signed Site Alteration Permit Application;
- Detailed plans
 - Site plan, drawn to scale showing the location of any additions, demolitions, accessory structures, etc.;
 - Elevation drawings showing proposed alterations, additions, demolitions, etc. to the exterior of the structure;
- SHPO Scope of Work Form and all required attachments and exhibits (Current photographs of the property, with notes or accompanying narrative of alterations, additions, demolitions, materials, methodologies, etc.);
- Design details (such as catalog cut sheets, material samples, paint samples, etc.); and
- Other as required by Staff or the HPC/SHPO

Review Process:

1. In receipt of a complete application, the Planning Director will refer the application to the Heritage Preservation Commission for review at their next available meeting.

2. The HPC will review the Site Alteration Permit and make recommendations to the applicant regarding the historic appropriateness of the project, and any necessary revisions. The HPC will forward the request, specifically the Scope of Work Form and attachments and exhibits as necessary, to the State Historic Preservation Office (SHPO) for review and comment related to compliance with the Secretary of the Interior's Standards.

When reviewing and making recommendation regarding an application for a Site Alteration Permit, the HPC shall rely upon generally accepted site planning criteria and design standards, including the City of Waseca "Waseca Design Guideline" book. These criteria and standards are necessary to fulfill the intent of the Heritage Preservation Commission, Zoning Ordinance, the Comprehensive Plan and the City of Waseca Downtown Preservation Design Guidelines are the minimum requirements to safeguard the public health, safety, aesthetics, the historic integrity, and general welfare.

3. The HPC will review the SHPO comments and make recommendations regarding the Site Alterations Permit Application to the City Council. The HPC will provide findings and recommendations on the Site Alteration Permit application within 60 days, and forward such recommendation to the City Council for action at their next available meeting.
4. The City Council shall make all final decisions and approvals or denials related to a Site Alteration Permit.

NOTICE: A property owner shall not initiate work until a Site Alteration Permit has been issued. The property owner is responsible for obtaining all applicable zoning and building permit reviews and approvals. Obtaining approval of a Site Alteration Permit does not absolve the applicant from obtaining all other applicable permits such as City Building Permits, MnDOT access permits, etc.

Signatures

I (We) certify that I (we) have submitted all the required information to apply for approval of a Historic Site/District Site Alteration Permit and that the information is factual.

Property Owner: _____ Date: _____

Applicant: Danville _____ Date: _____

Site Alteration Permit Action:

For Office Use only

HPC Recommendation Date: _____

HPC Chairman Signature: _____

City Council Action Date: _____

____ Approved ____ Denied

Findings:

Conditions of Approval:

History-Making in Waseca

WASECA, MINNESOTA



Hoisington Preservation Consultants

POST OFFICE BOX 13585
ROSEVILLE, MN 55113
PHONE: 651-415-1034
djh@hoisingtonpreservation.com

About the Consultant

Daniel J. Hoisington will complete all aspects of this project. Mr. Hoisington is fully qualified as a historian under the Secretary of the Interior's Professional Standards. He received a Bachelor of Arts in history from Greenville College, Greenville, Illinois, where he graduated with honors. He earned a Master of Arts in American history from the University of Virginia and completed all coursework for the Ph.D. degree. For twelve years he worked as a museum director, heading institutions in Massachusetts, Minnesota, Alabama, and Virginia. For three years, he served as president of the Bay State Historical League. He is currently the National Historian for the American Turners, one of the country's oldest German American organizations. He serves on the board of directors of the Grand Center for the Arts (New Ulm) and New Ulm Turner Hall.

In 1992 Mr. Hoisington founded a firm to provide consulting services to local historical organizations and preservation commissions. He is the author of twelve books and numerous journal articles. In 1998 the Minnesota Society of Architectural Historians honored his book, *Heritage: Preserving Eden Prairie's Past*, with its David Gebhard Award. His book, *A German Town: A History of New Ulm, Minnesota*, received an Award of Merit from the American Association for State and Local History. He researched and developed an exhibit for the Brown County Historical Society, *Never Shall I Forget: Brown County and the U. S. Dakota War of 1862*, recognized with a 2013 Award of Merit from the AASLH. Hoisington also developed the exhibit, *Loyalty & Dissent: Brown County and WWI*, recognized with both an AASLH Award of Merit and a Minnesota History Award. In 2021 he worked with the Brown County Historical Society for their major new exhibit: *Becoming Brown County*. In addition, Mr. Hoisington has designed thirty-six books, working with Adobe InDesign, Illustrator, and Photoshop.

Mr. Hoisington has completed preservation projects in the cities of Red Wing, Frontenac, Lake City, New Ulm, Stillwater, Faribault, Winona, Henderson, and Kenyon, with more focused evaluations and surveys of commercial districts in Wadena and Willmar. He has been a team member with three award-winning projects as recognized by the Preservation Alliance of Minnesota.

Of special relevance to this project, I wrote a grant application and hosted a series of community discussions through the National Endowment for the Humanities: "Becoming American: A Documentary Film and Discussion Series on Our Immigration Experience." I am also grounded in the historiography of the U.S.-Dakota War of 1862.

Also, Mr. Hoisington has written and produced nearly two hundred history videos, many of which are accessible through QR codes.

<https://www.youtube.com/edinboroughpress>

Plan of Work

Project Objective: To work with students and the Heritage Preservation Commission to encourage the discovery and sharing of local history. The method will be built around developing and producing up to twenty videos — three-to-five minutes in length — within a single course. Students will learn basic skills in researching and writing history through documents, letters, photographs, and oral history interviews.

One: Project Planning

The consultant will develop a complete work plan with targeted completion dates.

Two: Public Forum

The consultant will participate in a community forum with the Waseca Heritage Preservation Commission. The goal will be to connect Waseca stories with places.

Three: Curriculum Planning

Working with the local committee and the assigned teacher(s), the consultant will develop a conceptual design for the class and submit it to your committee for review. Once approved, he will proceed to develop a curriculum plan, followed by review and approval by your committee. All work will be submitted as pdf files.

Four: Curriculum Development

Looking at a twelve-week course, the consultant will write and produce twelve PowerPoint lessons, averaging 10-15 minutes each. This would be shared with the class at the beginning of each week, establishing that week's subject and goals. Then, the onsite teacher would work with the students for the rest of the week.

1. Finding the story
2. Researching the story
3. Researching photographs and other images
4. Telling the true story
5. Script
6. Storyboards
7. Interviews
8. Editing
9. Voiceover
10. Sound design
11. Music
12. Promotion and distribution

Four: Project Review

The consultant would meet with the local committee and assigned teacher(s) to review the student projects, then submit a final report.

Project Budget

Tasks

One: Initial Project Planning 16 hours	\$800.00
Two: Public Forum 4 hours	\$200.00
Three: Curriculum Planning 40 hours	\$2,000.00
Four: Curriculum Development 100 hours	\$5,000.00
Five: Project Review and Report 12 hours	\$600.00
Travel Expenses	\$1,000.00
Mileage: 720 miles [estimated 4 site visits]	\$400.00
Travel Time: 12 hours [estimated 4 site visits]	\$600.00
Total:	\$9,600.00

Project budget is based on an average hourly rate of \$50. Project administration includes meetings, correspondence, and reports. Mileage is based on current federal standard of \$.56 per mile.

From: [Office of Grants Mgmt](#)
To: [Tina Wilson](#)
Subject: Application Received
Date: Wednesday, February 22, 2023 9:05:29 AM

Dear Applicant,

The Minnesota Department of Administration has received your application.

Regards,

Sarah Hernandez

Applicant Information

Tina Wilson

508 S State Street
Waseca, MN 56093

tinaw@ci.waseca.mn.us

Organization: City of Waseca

Form Name: Certified Local Government (CLG) FY23 Grant

Process Name: SHPO Certified Local Government (CLG) Grant FY23-Application

Project Name: Expanding Public Knowledge of Waseca's Heritage

EXTERNAL EMAIL SENDER – Think Before You Click !!

Expanding Public Knowledge of Waseca's Heritage

SHPO Certified Local Government (CLG) Grant FY23-Application

City of Waseca

Tina Wilson
508 S State Street
Waseca, MN 56093

juliah@ci.waseca.mn.us
O: 507-835-9700

Tina Wilson

508 S State Street
Waseca, MN 56093

tinaw@ci.waseca.mn.us

Application Form

Project Narrative

Project Categories*

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

7. Public Education

Project Selection (10 points)*

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

From the town's inception, Waseca's history has been shaped by innovative, visionary civic leaders, whose individual efforts crafted and shaped the community. In many ways, the city's efforts in historic preservation have mirrored that history, with key buildings initially saved by prominent individuals who realized the importance of the sites to the city and its history, and who privately acquired and redeveloped the buildings. Founded in 1938, the Waseca County Historical Society (WCHS) has also been an integral preservation resource, seeking to keep the area's history "alive and accessible." More recently, the city leadership has seen the importance of preservation to Waseca's community development and tourism. In 2009, the city became a Certified Local Government (CLG), and a newly empowered Heritage Preservation Commission (HPC) began work on a number of preservation priorities.

The mission statement of the Heritage Preservation Commission is to identify, protect, enhance and preserve historic buildings, districts, objects, sites and structures, which serve as visible reminders of the historical, architectural, educational and cultural heritage of the City of Waseca, and to promote and foster the preservation and continued use of historic sites and structures for the education and general welfare of the people of Waseca.

In January 2020, after years in the making, the City of Waseca was successful in obtaining the designation of a Downtown Historical District. Through this process there were 65 buildings identified as contributing buildings. Since receiving that designation, only seven buildings out of the 65 contributing buildings in the Historical Downtown District are currently being highlighted on the city's website. Today, The HPC is eager to see the community better incorporate historic preservation into everyday life by engaging them in their local history. The Heritage Preservation Commission (HPC) would like to bring attention to more historical buildings and sites to aid educating the public. Preserving our heritage for future generations can start with educating a future generation more about it. The future generations will be the ones to help preserve it.

The early history of the city was influenced by the railroad, surrounding agriculture and local commerce & industry. Tourism and recreation have also shaped our community by providing economic impact. We believe that using digital tools to highlight our historical buildings is one way to connect our history with our community and those who travel through it. The HPC would like to encourage the youth in Waseca to learn more about their town and its history. One way to engage our young adults is to interact with them in a manner they are accustomed to. Social media platforms are constantly evolving, and we would like to use one or more of these platforms to educate our community and visitors, about Waseca's history. Working with our local school district, we have identified an opportunity to engage students in historical preservation by giving them vested interest in the end products that will shared with the general public.

We propose to work with students and the Historical Preservation Specialist to encourage the discovery and sharing of local history with the general public. The method will be built around developing and producing up to twenty videos — three-to-five minutes in length — within a single course. Students will learn basic skills in

researching and writing history through documents, letters, photographs, and oral history interviews. These videos would then be accessible by mobile device, world wide web and signage.

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.

- 1) Heritage Preservation Commission (HPC) issued a request for proposals by invitation to 5 entities chosen off the state certified Preservation Specialists. The HPC focuses on PS who mentioned that they worked in oral histories, community presentations and within a proximity of Waseca. The HPC will make a determination at their March 6th meeting as to who will be chosen to oversee our project. Our hope is to know by the April HPC meeting whether we have received the grant award. If we are successful in our request, we would enter into a contract in May 2023 and start moving the project forward from there. We are looking for a consultant with experience in recording/video taping oral histories as well as experience in teaching.
- 2) Curriculum planning and development will be a priority for the Preservation Specialist and Waseca High School Teacher. These tasks must be accomplished before school starts in September. We anticipate this will be accomplished between June and August of 2023. We have a dedicated Waseca High School teacher in mind to teach this class. It will take the skill and knowledge of the consultant to bring the historical aspect into the project planning.
- 3) We will hold at least two Public forums/open houses to gather stories and information from local residents, the stories they might remember from their family histories. This will help to engage the community early on in our project. Their stories may give ideas for which buildings to select first for inclusion in our project. The Heritage Preservation Commission and Preservation Specialist will work together to hold the public meetings during August and September of 2023.
- 4) The curriculum planning will result in a 12-week course, to be taught over one school year. The curriculum prepared and determined previously by the Preservation Specialist and Waseca High School Teacher, will be taught as a class period a day, five days a week for the duration of the school year. September 2023 – May 2024. Looking at a twelve- week course, the consultant will write and produce twelve PowerPoint lessons, averaging 10-15 minutes each. This would be shared with the class at the beginning of each week, establishing that week's subject and goals. Then, the onsite teacher would work with the students for the rest of the week. The modules of instruction will be broken out into the following 12 areas:
 1. Finding the story; 2. Researching the story; 3. Researching photographs and other images; 4. Telling the true story; 5. Script; 6. Storyboards; 7. Interviews; 8. Editing; 9. Voiceover; 10. Sound design
 11. Music; 12. Promotion and distribution. Interspersed between the 12 lessons, the class will be working on the mobile application and QR codes.
- 5) We anticipate the creation of the 3–5-minute videos will be deployed digitally via a mobile application, city website, city YouTube Channel and accessible by QR code placed on signage in a building store front window. During the course of this school year the students will also be working to create a mobile application and QR codes to be used in the deployment of the videos. Waseca High School Teacher will be supervising this portion of the project. Timing for this portion of the project runs concurrently with the school year, September 2023 to May 2024
- 6) Signage to be designed and deployed in the historical district connecting the designated building to the video, app or website for further information.
- 7) The Discover Waseca Tourism Board is currently working on a series of QR codes to be placed in the windows of the downtown buildings. Their QR codes will be highlighting information about local businesses such as restaurants and pubs. We will be working with Discover Waseca Tourism to deploy our QR codes through their signage in the windows of the buildings as well as connecting to their website and the HPC's website
- 8) Final review and report of accomplishments will be prepared by the Preservation Specialist and with concurrence of the Heritage Preservation Commission would be available by the end of the grant period, October 31, 2024

Project Team (10 points)*

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

Through the procurement process outlined in the grants manual, the chosen Certified Historic Preservation Specialist (HPS) will provide oversight to our project and assist a Waseca High School Instructor in determining the curriculum to be taught in the Local History in Waseca High School Class. The HPS will also provide oversight in the project planning, assisting with public forums, and project review. The HPS will assist in the development and production of up to 20 videos, three to five minutes in length. The using the expertise of the consultant will help to ensure that the letter and the spirit of the National Park Preservation Guidelines will be met.

Heritage Preservation Commission (HPC) members: Julia Anderson, Dan Forrest, Molly Byron and James Ebertowski - members of the HPC will be hosting and facilitating community meetings. These meetings will be to gather residents together to share the stories of the historical sites. The Historical Preservation Specialist will then pull those stories together with the research found through the Waseca County Historical Society. The HPC will also interact with the high school class to help give perspective to the stops along the walking tour.

Tom Glaser, Waseca citizen, as former member of the HPC will remain active in this project, helping the HPC with their activities.

City of Waseca Economic Development Manger: Tina G. Wilson, Grant writer and administrator. As staff liaison to the HPC, Tina will be assisting in the grant administration of this CLG grant as well as the other grants being applied for in order to meet the cash match requirements.

Waseca School District, a high school instructor will teach the Local history in Waseca* high school class (*tentative class title) The instructor will be working with the HPS to prepare the curriculum for one year of study. The high school class will meet 5 times a week while school is in session. The students will learn basic skills in researching and writing history through documents, letters, photographs and oral history interviews. Under supervision, the students will be designing the signage and print material used to advertise the historical walking tour. While supervised, the Students will write, perform and record the audio videos. They will be exploring the use of the all available social media platforms to aid in marketing the walking tour. Waseca County History Center - providing a resource for researching local historical buildings and significant sites

Timeline (10 points)*

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

- A) Hire the Preservation Specialist in May of 2023
- B) Plan and develop curriculum for the Waseca High School Class, to start by June 2023 and be completed by August 2023
- C) Hold two Public Community Forums/open houses to gather personal historical, these will be held sometime between August and September 2023
- D) Research of historical buildings, Writing of historical stories that will be used to create the videos - September 2023 to May 2024
- E) Create 3 to 5 minute videos about chosen buildings, up to 20 videos to be deployed in May 2024
- F) Development of mobile app that connects each stop on the walking tour with its audio story
- G) Design of signage, print and digital media to be used to educate the public about the Historical walking tour April - May 2024
- H) Deploy videos through the city's social media platforms. May - June 2024 and make them available to the County, City, the City YouTube Channel and Discover Waseca Tourism Websites
- I) Final report summarizing the project will be available by October 31, 2024

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.

People who will benefit from this project:

Local high school students will receive benefits in several ways, first we hope to create a desire to learn more about history, locally and in general. Working with the Historical Preservation Specialist will expose them to potential career opportunities related to the field of history and lastly, students will learn basic skills in researching and writing history through documents, letters, photographs, and oral history interviews.

Local residents Waseca and downtown business owners will also benefit by having readily available information about buildings in our downtown historic district. The information gathered can be used by the business owners to promote their location in a way that gives someone two reasons to visit their storefront. The first being to buy their product or service and the second giving them an opportunity to the historical context behind the building.

Discover Waseca Tourism will be able to cross promote the historical aspects of the individual buildings and the walking tour. This provides one more reason for visitors to stop in the downtown corridor.

Waseca County History Center is a gathering place of information, a researcher's paradise. This videos will take collected bits and pieces of information, from a variety of sources and put them in to a 3-5 minute video and/ or sound bite. Being able to give the History Center credit for their resources, allows others who see the videos, know that there is a resource that may be can answer other historical inquiries. There are dozens of different types of resources from indices, microfilm, newspapers and recorded oral histories, just to name a few.

We have already started sharing information about this project. Representatives of the HPD has spoken about the grant application with the Economic Development Authority, and Waseca City council. Conversations have also been had about this project with the Waseca Area Foundation, Discover Waseca Tourism, Waseca County Commissioner Nelson - all have publicly voiced support for this project. If we are awarded the grant, we will continue to share information about the project in progress with these entities. We will be using the two local newspapers for news stories along the way. Our local papers have been very good about getting articles written about special city projects. We will be able to share the finished products through the City, County, Waseca Area Chamber of Commerce, Discover Waseca Tourism websites.

The city uses two social media platforms, Facebook and twitter. We expect to add a YouTube channel for the finished videos to be houses as well as the videos being accessible by the Mobile App. Discover Waseca Tourism currently has a project to put signs in every store front downtown that talks about the business inside that building. They are willing and encouraging us to either put a QR code on their signage or for us to co-design a side that would incorporate both the historical and business information. QR codes can be placed on the brochure and the brochure can be downloadable from any website as a .pdf

Every group that we have spoken to about this project has been excited and supportive of it. Waseca Area Foundation and Waseca Economic Development Authority have talked about assisting with the cash match. Discover Waseca Tourism and Waseca Area Foundation have offered additional grant opportunities to meet the cash match. Waseca City Council passed a motion in support of the project

Final Product

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

Sample Historic Site Tour Brochure 2020.pdf

1) The Historic Preservation Specialist and an Instructor from the Waseca High School work together with the Waseca HPC to provide a roadmap to accomplish the following: Providing content for existing and newly added historical stops on the (Current stops can be found at <https://www.ci.waseca.mn.us/heritage-preservation-commission/pages/historic-downtown-waseca-buildings>) Increase our walking tour stops from 7 to 20. This road map will be a 12-week course of instruction planned by the Historic Preservationist

and the Waseca High School Instructor. The Waseca High School Teacher will be able to use the components of the course in future years, based on the initial curriculum. This will allow the HPC to continue to work with the School District to potentially create videos for every historic site in Waseca.

2) Develop audio/video snippets for each location on the walking tour, up to 20 stops. This will be accomplished by the Waseca High School class with the guidance of the HPS and the High School instructor.

3) Develop a mobile app to provide access to the audio/video snippets and the webpage. The high school instructor will have background in this area. Using the software requested will help the students and teacher alike in the development of this app. Having the software will allow each subsequent class to keep the mobile app current and updated.

4) Prepare and film Audio/Visual scripted stories about individual buildings and significant historical sites, example located here: <https://www.youtube.com/playlist?list=PL151704D1542886D3>

5) Marketing tools - printable brochure/map, signage to be placed at tourist locations informing public about the Historical Walking tour. we have attached a sample pdf brochure produced by the county. We would add QR codes and/or hyperlinks for each building in our brochure

6) Launch a YouTube channel to host the videos, giving another avenue for access.

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

Goal 1: Facilitate Connections and Cultivate Partnerships, Objective 1. Foster, strengthen, and expand relationships among and with communities and groups throughout MN.

This is the first time for the Heritage Preservation Commission (HPC) to partner with community organizations and other entities. We will be working with the Waseca School District, Discover Waseca Tourism, Waseca County History Center, Waseca Area Chamber of Commerce and a state certified Preservation Specialist (PS). Working with an experienced PS consultant will help ensure the integrity of the information gathered and shared. The Waseca HPC is not a taxing district nor do they have any guaranteed revenues to complete a project such as this. Without the grant, the HPC would not be able to obtain the services of the PS for this project.

By collaborating with the Waseca School District and High School, we are exposing local students to the history of their town and community. But it is more than that. With the Preservation Specialist help in planning and creating a curriculum, gives the teacher familiarity with the process and will be valuable in being able to be use for multiple years of instruction. We are hoping to create up to 20 videos this year and in future years, we will hope to create and add more buildings to video collection. It would be great to eventually have videos for all 65 Contributing buildings in the historical district.

Our collaboration with Discover Waseca Tourism and Waseca Area Chamber of Commerce will allow us to use local resources in gathering and dissemination of information across their platforms. These two organizations interact regularly with the local downtown business owners and work regularly to promote those businesses. Working together will allow the HPC to infuse history into each of the chosen buildings and their businesses.

This collaboration also will give greater exposure to the Waseca County History Center. Often the local historical museum is only visited by older generations. We will be teaching students how to utilize local resources and give them an expansive look as all resources available in the History Center. Opening this doorway of communication will hopefully lead to future collaborations and additional joint projects to help preserve our heritage.

Goal 2: Expand and Share Information, Skills, and Access, Goal 2 Objective: 2. Improve and expand delivery of preservation information

3. Develop public outreach methods to reach new participants and nontraditional audiences Currently the only information available to be shared is located on the Waseca City website <https://www.ci.waseca.mn.us/heritage-preservation-commission> which gives brief information on seven buildings out of the designated 65 contributing buildings of the historical district. We were able to put street signs up through a legacy grant several years ago. By moving this grant project forward, we are improving and expanding delivery of information our historical buildings. We believe the videos will be able to be deployed in multiple ways. With the creation of the mobile application, anyone with a phone will be able to access historical information about each building included in the project. The videos can be deployed through www.youtube.com as well as the social media channels of the city of Waseca, Discover Waseca Tourism and the Waseca Area Chamber of Commerce. Collaborating with these other entities gives us a wider audience than just the city website. Creating the QR codes will allow access to the videos and a digital map showing the locations of the buildings. Once the mobile app has been downloaded, the information may be accessed at anytime, not just when standing in front of the building in question. There are new social media platforms to explore for deployment of the videos such as Facebook Reels, Instagram and TikTok. The information will be still accessible in traditional ways such as a downloadable .pdf file that can be printed by the user.

We believe that there is also another benefit from collaborating with the school district. We are exposing another generation to the mysteries of history. This exposure will allow students to explore the educational field of history and the many different facets of preserving history. In this day and age, exposing young adults to different educational opportunities at an earlier age can influence their higher educational choice of studies and their career choices. This project will give students exposure to a range of transferable skills, from informed citizenship and critical thinking, to research and general awareness.

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*

City of Waseca Historical Preservation Commission
508 South State Street
Waseca, MN 56093

Tina Wilson, Staff liaison to the HPC

tinaw@ci.waseca.mn.us (507) 835-9741

Project Name*

Please provide a succinct title for the project.

Expanding Public Knowledge of Waseca's Heritage

Amount Requested*

\$15,700.00

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.

\$6,890.00

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.

FY22 CLG Grant Budget Waseca.xlsx 1) Contracted services with a state approved Historical Preservation Specialist (HPS) are required for this project. It is estimated that for a project of this caliber, consultant fees are expected to be approx. \$10,000. The consultant will be responsible for ensuring that the final grant deliverables meet the criteria set out in the Certified Local Government Grants Manual Fiscal year 2023. The hiring process will follow federal guidelines of procurement.

2) Core to this project is the collaboration between the Waseca High School Students, Teacher, Historical Preservation Specialist and the Heritage Preservation Commission. In accordance with Waseca Public School District requirements, the Teacher is required to be paid a set amount called a stipend. It is expected that the stipend will be \$9000. We ask that the grant pay no more than 50% of the teacher's stipend and that the cash match will make up the difference. We ask that the grant award will include \$4000 for the teacher's stipend and the remainder \$5000 will be provided through the cash match. We have verbal commitments for the \$5000 cash match from the Waseca Area Foundation, through their grant program. We will need to apply for a grant, which has a due date of March 31, 2023. We also have received expressed interest from the Discover Waseca Tourism Board and the Waseca County Historical Society to contribute to the cash match of \$5000 should the Waseca Area Foundation not grant the full amount.

3) Software ArcGIS App Builder is a user friendly software application that will be used by the Waseca High School students to create a mobile application. This app will be the portal used to access the videos created about each building. This app will also allow the user to access the HPC website and a map of the downtown district showing locations of the buildings. The app currently costs \$1,350 to procure.

4) We are asking for a video camcorder to record the videos. We believe that \$350 will be sufficient to cover this cost. Though today's cell phones all have cameras, we feel like consistent quality of video is important. By using the proper equipment will help to ensure picture quality for the videos

5) In-kind services will be provided by the Heritage Preservation Commission City of Waseca Staff Liaison Tina Wilson. Wilson will be coordinating the monthly HPC meetings to note progress of the project. This in-

kind time will also include regular visits to the high school to observe the classroom in action. It is anticipated 3 hours a month for 18 months for a total of 54 hours. We are assigning \$35.00 (not including benefits) as the hourly cost for a total of \$1,890

Authorized Representative*

City's Authorized Representative.

Tina Wilson, (Staff Liaison)

File Attachment Summary

Applicant File Uploads

- Sample Historic Site Tour Brochure 2020.pdf
- FY22 CLG Grant Budget Waseca.xlsx

21 Odd Fellows Hall

118 Third Avenue N.E.

The Baptist Church occupied the building in the late 1800s. In 1905 the Odd Fellows purchased the building and raised it to add a heightened main level for a dining hall. The building has served many purposes.



22 EACO Flour Mill - Everett & Aughenbaugh Company Mill 1870

203 Third Avenue N.W.



E.A. Everett was the businessman and promoter while J.W. Aughenbaugh was the miller expert. They were in business together for fifty years.

23 Miller-Armstrong Building * 1900

204 Second Street S.W.

This three-story structure functioned as a grocery warehouse well into the 1990s. Trains unloaded on one side of the building and wagons loaded up on the other side to distributed goods to general stores all over the region. In 1999, Gene Miller completely restored the building creating offices, B&B rooms, a conference center, and restaurants.



24 Waseca County Courthouse * 1897

307 State Street North

This modified Richardsonian Romanesque building was designed by architects Orff & Jorelman and constructed of buff-colored brick with Kasota limestone highlights. The north side two-story addition was added in 1976.



25 Ira Trowbridge House

106 Fourth Avenue N.E.

This house was built by Ira C. Trowbridge. He died before the house was finished, but his wife and family lived in the home for many years. Around 1913 the house was turned to face north.



26 W.J. Armstrong House 1919

331 State Street North

This house was built by W.J. Armstrong who operated the Southern Minnesota Grocery Warehouse in the early 1900s.



27 Trowbridge Park Band Shell 1915

409 Second Street N.E.

Erected in memory of Ira C. Trowbridge, one of Waseca's founders.



28 John Moonan / Driessen House 1916

610 State Street North

Built by John Moonan and resided in by his son Joseph and then later by his daughter Helen Moonan Sullivan. In 1966, the house was sold to the Driessen family. The Moonans were well-known lawyers and the Driessens owned Culligan of Waseca.



* National Register of Historic Places

Waseca County Historical Society

315 2nd Ave NE

507-835-7700

historical.waseca.mn.us

Waseca
County
History
Center

Waseca's Historic Sites

1 Waseca County History Center 1917

315 Second Avenue N.E.

The former Waseca Methodist Episcopal Church became home to the WCHS in 1964.



2 William G. Ward House

312 Second Avenue N.E.

Mr. Ward, 1827-1892, was a politician, worked for the railroad and sold real estate.



3 Philo C. Bailey House * 1868

401 Second Avenue N.E.

Dayton Smith built this Italianate-style home and sold it to hardware merchant, Philo C. Bailey in 1872. The Ewald Lewer family occupied the home from 1907-1993. After renovations it became the Waseca County Historical Society Bailey-Lewer Research Library.



4 George Buckman House

402 Second Avenue N.E.

Built by George Buckman, a Civil War veteran. He was involved in real estate and banking.



5 First Electric House 1923

510 Third Avenue N.E.

The home was on public display December 1923 by the Wolf Electric Company showing all "modern" electrical conveniences.



6 William R. Wolf House * 1895

522 Second Avenue N.E.

This beautiful Queen Anne-style home was built by a railroad man and then purchased by merchant, William Wolf. In 2000, it became a Bed and Breakfast.



7 Charles A. Smith House

801 Third Avenue N.E.

Smith was born in Wilton in 1866 and moved to Waseca in 1870. He worked for the Waseca Radical newspaper and was a politician.



8 Lindall House

819 Third Avenue N.E.

A very distinctive Victorian style home with attic leaded glass windows, a multi-level roof and turreted corner parlor rooms.



9 George W. Strong House

829 Third Avenue N.E.

Built by Mr. Aughenbaugh for his daughter, Jennie Aughenbaugh, who married George W. Strong in 1898. There was a tunnel between the Aughenbaugh and Strong homes that was used for linking cables and electrical wiring between the residences.



10 John W. Aughenbaugh House * 1897

831 Third Avenue N.E.

Renaissance Revival-style home built by John W. Aughenbaugh, miller and co-owner of EACO mill. In 1931 the Aughenbaughs sold their home to Tuscan Lodge #77, Waseca Masons.



11 McIntire House

929 Elm Avenue East

Dr. Homer McIntire came to Waseca in 1919 and built this Tudor style home. Homer Jr. and Betty owned McIntire Drug from 1961-1985.



12 Edward Addison Everett House 1898

905 Elm Avenue East

Edward Addison Everett built this classic Southern Colonial Revival home for his wife Antoinette Miller. The Everett money ran out in the 1950s. An auction was held in 1957. The new owners razed the house in 1958 and developed the property into many new lots and homes.



13 Charles Leuthold House

824 Elm Avenue East

This home was built circa 1900 by Charles Leuthold, co-owner of Leuthold Brothers Clothing store in Waseca



14 Earl Ward / Guy Everett House 1899

814 Elm Avenue East

Built by Earl Ward, brother of Percy Ward and son of W.G. Ward. Guy Everett was the brother of E.A. Everett and worked at the EACO Mill.



15 Roscoe Percy Ward House * 1896

804 Elm Avenue East

This stately Greek Revival home was designed by E. S. Stebbins. Ward was a banker, farmer and politician. The east side addition was added in 2010.



16 Rinehart Miller House

621 Elm Avenue East

Rinehart Miller operated one of the first general stores in Waseca. He built this classic Italianate style home in 1900 for his beloved wife Julia.



17 Edward O. Herter House 1906

615 Elm Avenue East

This lovely Victorian was built by Ed Herter, a Waseca merchant and father of George Herter.



18 Dr. Davidson House 1884

614 Elm Avenue East

Built by Dr. Davidson, a dentist. The house was purchased by the Lindquist family who turned the home into a mortuary. The house was renovated back into a family residence in the 1990s by Dennis Bartz.



19 Carl Sommerstad House 1918

608 Elm Avenue East

Sommerstad was a banker at First National Bank in Waseca.



20 Anton Guyer House

403 Elm Avenue East

Anton Guyer, 1860-1935, was a successful Waseca clothier and Waseca city council alderman.



City Name **Waseca**

Category	Grant Request	Cash Match	In-Kind/ Volunteer Match	Total
Contractual - Historical Preservation Specialist	\$ 10,000			\$ 10,000
Contractual - Instructor, Waseca High School stipend	\$ 4,000	\$ 5,000		\$ 9,000
Supplies - Software ArcGIS App Builder	\$ 1,350			\$ 1,350
Equipment - Video Camcorder	\$ 350			\$ 350
HPC oversight of grant project @\$35/hour for 54 hours			\$ 1,890	\$ 1,890
				\$ -
		\$ -	\$ -	\$ -
Total:	\$ 15,700	\$ 5,000	\$ 1,890	\$ 22,590

Minimum match needed \$ 4,710.00