



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Thursday, February 22, 2024

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve Minutes of January 25, 2024 Heritage Preservation Board Meeting
- 4. Old Business**
 - a. Discussion of 2024 Work Plan
 - b. Cemetery Plaque
 - c. Mayor's Award
 - d. Centennial Homes Event and Awards
 - e. Old Business
- 5. New Business**
 - a. New Business From Members
- 6. Staff Updates**
- 7. Other Items**
 - a. City Calendar and Minutes Rotation Schedule
- 8. Adjournment**

Members of the Heritage Preservation Board and some staff may gather at the Wayzata Bar and Grill immediately after the meeting or a purely social event. All members of the public are welcome.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 3.a
TITLE: Approve Minutes of January 25, 2024 Heritage Preservation Board Meeting	
PROPOSED MOTION: To approve the Draft Meeting Minutes of January 25, 2024.	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Staff recommends approval of the attached minutes.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

See the attached draft meeting minutes for the HPB's review and approval.

ATTACHMENTS:

1. January 25, 2024 Draft HPB Meeting Minutes

1. Call to Order

The meeting was called to order at 11:33am.

2. Roll Call

Board Members Sue Ankeny, Kim Gharrity, Kelly Gratton, Judy Starkey, and Sonya Travanty were present, along with Assistant Planner Valerie Quarles. The group briefly introduced themselves.

3. Approval of Minutes

Member Starkey made a motion to approve the minutes of the December 5, 2023 HPB meeting. Member Ankeny seconded. The minutes were approved by a vote of 3-0, with Members Gharrity and Travanty abstaining.

4. New Business

a. New Member Orientation and Introductions

Each person at the meeting introduced themselves, giving some background on their time in Wayzata and their interest in history or architecture. Member Starkey requested a roster for the group. Planner Quarles reviewed the enabling code language for the Board and emphasized that the Board has a lot of freedom to fulfill their mission in different ways. The group discussed the history of the Board. Member Starkey asked whether the Board was able to apply for grants. Planner Quarles answered that she thought they did, but that all applications would have to be ultimately approved by the City Council.

b. Review and Approval of 2023 Annual Report and Work Plan Summary

Planner Quarles explained the role of the document and how the City Council would be reviewing it along with other Boards and Commissions' plans at their February 6 workshop. While discussing each item, the group took the time to fully explain the Just Deeds program to new board members. Member Gratton made a motion to approve the 2023 Annual Report and 2024 Work Plan Summary and Member Ankeny seconded. The document was approved by a vote of 5-0.

c. Discussion of 2024 Work Plan

Planner Quarles outlined the format for the discussion about the Work Plan, emphasizing that each initiative should have a "champion" and that items without strong enthusiasm from at least one member, besides annual commitments, would likely not be in the Work Plan. The group discussed Just Deeds, the Centennial Homes Event, and a potential tour focused on the homes along Grove Lane before running out of time within the meeting. The item was tabled with the intent of a full draft being brought forward at the February meeting for the Board's approval.

d. Election of Chair and Vice Chair

After a brief discussion about the Mayor's Award, Planner Quarles explained the role of the Chair and noted that responsibilities would likely shift over time given the relatively laid-back nature of HPB meetings. After some discussion, Member Gharrity made a motion to elect Member Ankeny as Chair and Member Travanty seconded. Chair Ankeny was

confirmed by a 5-0 vote. Member Gratton made a motion to elect Member Starkey as Vice-Chair and Chair Ankeny seconded. Vice-Chair Starkey was confirmed by a 5-0 vote. Member Starkey suggested that minutes be taken by members on a rotating basis, which the group agreed with.

e. New Business from Members

There was no new business to discuss.

5. Old Business

a. Cemetery Plaque

Member Starkey noted that she would work on a new paragraph for the plaque.

b. Mayor's Award

The item was not discussed further as it had been covered earlier in the meeting.

c. Centennial Homes Event and Awards

Given the lack of time, Planner Quarles quickly ran through the decisions that had been made at the last meeting and assigned the Board the task of emailing her potential keynote speakers. Planner Quarles noted that she would work on choosing a date, creating the RSVP list, and cost estimates.

d. Old Business

Planner Quarles reviewed the "parking lot" of other old business items, and noted that the Lake Minnetonka Historical Society was hosting an event on the history of Wayzata and the North Shore on February 12 that members should try to attend.

6. Staff Updates

a. State Legislature Bonding Tour

Planner Quarles gave a brief update on the recent Legislative Bonding Tour that visited Wayzata to consider funding for Panoway and the Section Foreman House.

7. Adjournment

Member Gratton made a motion to adjourn the meeting and Member Travanty seconded. The meeting was adjourned by a vote of 5-0 at 1:04pm.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 4.a
TITLE: Discussion of 2024 Work Plan	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

Certain items in the work plan will carry costs.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

An updated work plan is attached for the Board's discussion and approval. The work plan will update each month.

ATTACHMENTS:

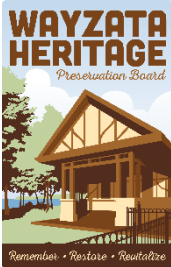
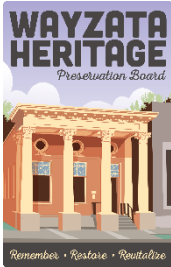
1. HPB Work Plan - February 2024

Work Plan Progress – February 2024

#	Activity	Steps/Progress	Responsible	2024											
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Slot In
1	Centennial Home Event	See “Major Items”	All	X	X	X	X								
2	Mayor’s Award	See “Major Items”	Judy, Val	X	X	X									
3	Cemetery Plaque	See “Major Items”	Judy, Val	X	X	X	X	X							X
4	Just Deeds promotion	Choose champion, write Portal article, coordinate with City staff													X
5	Proactive engagement with historic property owners	Discuss as board													X
6	Support Section Foreman House funding	As needed													X
7	James J. Hill Days	Start preparations in summer	All						X	X	X				
8	Collaboration with LMHS	Discuss as board, reach out to LMHS													X
9	Summer Tours programming	Discuss Grove Lane, reach out to property owners	Kelly, all			X	X	X	X						
10	Burial Mounds education	Reach out to student group before school year ends for 2024-2025 year	Val				X	X			X				

Major Items – February 2024

Centennial Home Event	Mayor’s Award	Cemetery Plaque
Details: - Thursday, May 16 in Community Room - Cocktail hour, keynote speaker, short awards ceremony In Progress/Assignments: - Create RSVP list (prior awardees, current, and possibly future) - Finalize budget - Create physical awards – testing photo-based artwork - Find keynote speaker (non-profit or government – Sonya suggested Rethos) Future: - Create conversation cards - Finalize light food/drinks, including mini cakes for awardees; decide on alcohol - Pick awards presenter from Council	Details: - April 9 Council meeting 110 Minnetonka Ave S In Progress/Assignments: - Contact property owner - Coordination with City Manager and Mayor - Coordination with Merrily Babcock for artwork - Create physical award Future: - Writeup for Mayor to read at meeting - HPB representative at meeting	Details: - Current plaque is dated and undersized In Progress/Assignments: - Discuss preferred content and mission as group - Coordinate with Sue Sorrentino Future: - Budget for new plaque





City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 4.b
TITLE: Cemetery Plaque	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Discuss next steps for the Cemetery Plaque project.

FINANCIAL OR BUDGET CONSIDERATION:

The Board should consider the costs of plaque manufacturing.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

BACKGROUND:

The Board previously discussed the cemetery plaque, located at the southeast corner of Wayzata Boulevard and Walker Ave, at their October 16, 2023 meeting. The cemetery is one of two City-owned facilities, with the third owned by the American Legion. The cemetery is the oldest in the city having been formally established in 1882. The first burial at the site took place in 1855. The plaque, which is located on the fence, was created to commemorate the first burial and was installed in 2013.

The plaque reads:

First Cemetery

1855

Oldest cemetery in Wayzata. Burial site of many early settlers. First burial was Hannah Garrison, mother of Wayzata's founder, who said to have "died of fright" when a stranger with Asian cholera came to her door.

At their October meeting, board members discussed the current language on the plaque, the idea that the plaque may be undersized, and what updated language might look like.

At this meeting, the board is asked to discuss the plaque again now that new members have been added to the group and consider everyone's goals for this process, or whether the effort should continue.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 4.c
TITLE: Mayor's Award	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

To review and discuss the process for awarding the Mayor's Award in April.

FINANCIAL OR BUDGET CONSIDERATION:

The HPB should budget for the cost of materials, including artwork.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

The Mayor's Award is tentatively scheduled for the April 9 City Council meeting. Staff is coordinating with the Mayor to confirm 110 Minnetonka as the proposed home. Further steps are detailed in the Work Plan.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 4.d
TITLE: Centennial Homes Event and Awards	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

Costs of the event will come out of the HPB's budget.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

Below is a review of decisions made at previous meetings related to the Centennial Home Awards and event, as well as updates (**bolded**). Please refer to the 2024 Work Plan for further considerations.

- **The event is planned to be on May 16, in the Community Room at City Hall.**
- The format is planned to be a cocktail hour, keynote speaker, and short awards ceremony for Centennial Home owners. The Mayor's Award is planned to be given out separately at a City Council meeting in April.
- **A keynote speaker should be pursued at this time.** The preferred speaker is someone who works for a non-profit or government entity in order to avoid the appearance of the speaker profiting off of business they might gain from the event.
- The presenter of the awards could be the Mayor or a Council member passionate about preservation.
- Light appetizers and/or snacks will be provided. These could be from the Muni or from another establishment. Given the Board's previous tradition of buying cakes for awardees, miniature take-home cakes should be included.
- The decision to provide drinks/drink tickets will be settled on once overall costs have been projected. **Drinks from the Muni cost \$8 per drink/ticket.**
- Conversation starters will be provided at tables.
- Invitees will include all homeowners who have received or are going to receive (at the event) Centennial Home Awards. Depending on the number of RSVPs, the event may be opened up to historic homeowners who have not yet reached the 100-year milestone.
- Invitations will be sent as postcards. **The RSVP list is in progress and scenarios will be reviewed at the meeting.**
- **Since Wayzata Schools did not respond to an inquiry for artwork, staff is testing out photo-based art. The Board should discuss the attached draft award and artwork.**

ATTACHMENTS:

1. Centennial Award Test Images
2. Centennial Award Template





Centennial House Award

This Certificate of Recognition is being presented to the owner/s of

Wayzata, Minnesota

In honor of the home's first one hundred years

Date: _____ to _____

Congratulations!

City of Wayzata
Mayor

Heritage Preservation Board
Chair





City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 4.e
TITLE: Old Business	
PROPOSED MOTION:	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Discuss the below items.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

This item serves as a monthly space for those items we may not have the capacity to make progress on at the moment. In February 2024, these items include:

- Just Deeds: The HPB and City staff have signaled interest in promoting the program to homeowners who have not taken part yet. In order to get content into the Wayzata Weekly or Portal newsletters, the City Manager and Mayor will need to give the OK. Staff recieved one request this month for a discharge.
- Lake Minnetonka Historical Society collaboration: HPB members who attended the February 12 event can give an update.
- Blue Water Theater: No updates to report.
- City website updates: No significant updates to report, but our work plan was published on our page for reference.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 5.a
TITLE: New Business From Members	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Discuss any new business from members.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

N/A

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: February 29, 2024	AGENDA ITEM: 7.a
TITLE: City Calendar and Minutes Rotation Schedule	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Review the attached City Calendar and Minutes Schedule.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

Expectations around meeting minutes content will be discussed at the meeting.

ATTACHMENTS:

1. 2024 Wayzata City Calendar
2. HPB Meeting Minutes Schedule

City of Wayzata 2024 Meeting Calendar



January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	Th	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Energy & Environment 5:00 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
- Charter Commission - 9:00 AM
- Lake Minnetonka Conservation District (LMCD)
- Heritage Preservation Board (HPB) - 11:30 AM
- Housing & Redevelopment Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:00 PM
- Elections (see below)
- Night to Unite

Meeting dates and times are subject to change. Dates can be confirmed by calling City Hall.

- Holiday Observed
- City Offices Closed

2024 Election Dates

- February 27—Precinct Caucus
- March 5—Presidential Nomination Primary
- April 30—Special Primary Election (Hennepin Co Commissioner)
- May 14, 2024—Special Election (Hennepin Co Commissioner)
- August 13—State General Primary Election
- November 5—State General Election

Revised
10/24/2023

Wayzata Heritage Preservation Board

2024 Meeting Minutes Schedule

Updated February 16, 2024

Month	Minutes Taker	Received? (Y/N)
February	Kim Gharrity	
March	Kelly Gratton	
April	Judy Starkey	
May	Sonya Travanty	
June	Sue Ankeny	
July	Kim Gharrity	
August	Kelly Gratton	
September	Judy Starkey	
October	Sonya Travanty	
November	Sue Ankeny	
December	Kim Gharrity	