



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Thursday, March 28, 2024

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve Minutes of February 29, 2024 Heritage Preservation Board Meeting
- 4. Old Business**
 - a. Discussion of 2024 Work Plan and Budget
 - b. Centennial Homes Event and Awards
 - c. Mayor's Award
 - d. 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: March 28, 2024	AGENDA ITEM: 3.a
TITLE: Approve Minutes of February 29, 2024 Heritage Preservation Board Meeting	
PROPOSED MOTION: To approve the Draft Meeting Minutes of February 29, 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. Draft HPB Meeting Minutes of February 29, 2024

1. Call to Order

The meeting was called to order at 11:34am.

2. Roll Call

Board Members Kelly Gratton, Judy Starkey (vice-chair), and Sonya Travanty were present, along with Assistant Planner Valerie Quarles. Sue Ankeny (chair) and Kim Gharrity were absent and excused.

3. Approval of Minutes

Member Travanty made a motion to approve the minutes of the January 25, 2024 HPB meeting. Member Gratton seconded. The minutes were approved by a vote of 3-0.

4. Old Business

a. Discussion of 2024 Work Plan

Planner Quarles gave an update on decisions made in the last meeting about the Centennial Homes event. The group provided feedback on items such as speakers, Council involvement, inviting both commercial and residential property owners, inviting a limited number of property owners of buildings just under one hundred years old, how to determine exactly which homes had received Centennial Awards previously, potential treats, provision of alcohol, invite postcards, and draft materials for awardees including certificates.

The group then discussed the Mayor's Award and gave further context around the work done over the past few years at the prospective awardee, 110 Minnetonka Avenue South. Member Starkey noted that she was coordinating with Merrily Babcock on award materials and provided the group with information on prior practices around the award. Planner Quarles noted she would write an award letter for the board to review by next week. While it was agreed that the Cemetery Plaque as a primary work item would be deferred to future months, the group also agreed that progress could still be made in the interim depending on individual capacity. The group then spent time reviewing documents that Member Starkey had brought.

b. Cemetery Plaque

The Cemetery Plaque project was discussed as part of the Work Plan item.

c. Mayor's Award

The Mayor's Award was discussed as part of the Work Plan item.

d. Centennial Homes Event and Awards

The Centennial Homes Event and awards were discussed as part of the Work Plan item.

5. New Business

a. New Business from Members

There was no new business from members.

6. Staff Updates

There were no additional staff updates.

7. Other Items

a. City Calendar and Minutes Rotation Schedule

Member Gratton noted that she would be absent for the next meeting on March 28.

Planner Quarles reviewed the minutes rotation schedule and the group discussed the Open Meetings Law as it related to email communications.

8. Adjournment

Member Gratton made a motion to adjourn the meeting and Member Travanty seconded. The meeting was adjourned by a vote of 3-0 at 1:00pm.

DRAFT



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 28, 2024	AGENDA ITEM: 4.a
TITLE: Discussion of 2024 Work Plan and Budget	
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:

The total budget for the HPB in 2024 is \$3,500. As cost decisions are being made for imminent items, the board should discuss allocations to other items planned for 2024. Staff will use the discussion outcomes to prepare a draft budget for the 2024 calendar year.

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

ATTACHMENTS:

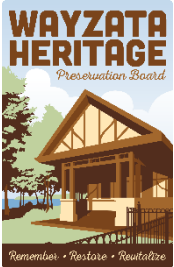
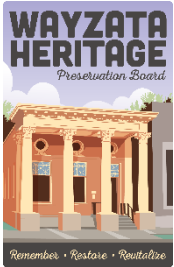
1. HPB Work Plan - March 2024

Work Plan Progress – March 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	Delayed to fall/slot in	Judy, Val	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 – March 2024

Centennial Home Event	Mayor’s Award
Details: - Thursday, May 16 in Community Room In Progress/Assignments: - See agenda item Future (April, early May): - Purchasing, table rentals - Print and frame awards - Plan decorations - Create presentation slides - Write conversation starters	Details: - April 23 Council meeting 110 Minnetonka Ave S In Progress/Assignments: - Property owner has accepted the award - Coordination with Merrily Babcock for artwork (\$250) - Create physical award + frame - Assemble history of home to present to owner Future: - Writeup for Mayor to read at meeting - HPB representative at April 23 meeting





City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 28, 2024	AGENDA ITEM: 4.b
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 and items to focus on planning this month. Please refer to the 2024 Work Plan for further considerations.

Focus items:

- 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. Staff has emailed Rethos to see if they're interested, but their capacity may be impacted by their May programming.
- The presenter of the awards could be the Mayor or a Council member passionate about preservation - at least one Council member will be on the invite list due to the age of their home.
- Cost estimates for food, beverages, and take-home treats should be prepared.
- Plans to have a cash bar provided by the Muni are being coordinated by staff. Since providing alcoholic drink tickets costs \$8/ticket, the board should discuss providing non-alcoholic drinks.
- The RSVP list has been finalized and includes 73 properties. Since the capacity of the Community Room is limited to 120, invitations will need to note that RSVPs will be on a first-come, first serve basis. Invitations to homes that have already received an award will be sent as postcards and include a QR code with a link to respond. Invitations to homes that are receiving an award will be sent as letters.
- The list of homes receiving an award has not been finalized. This should be completed this month.
 - Once this is finalized, HPB members will be assigned a list of homes to photograph.
- The method for preparing the artwork has not been finalized. This should be decided on this month.

Prior items:

- 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.
- Conversation starters will be provided at tables.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 28, 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 has been rescheduled to the April 22 City Council meeting and the homeowner has indicated their acceptance of the award. Further steps are detailed in the Work Plan.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 28, 2024	AGENDA ITEM: 4.d
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 March 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.
- Blue Water Theater. City website updates: No updates to report.
- Cemetery Plaque: On the backburner until work for the Centennial Homes event and Mayor's Award is reduced.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: March 28, 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: March 28, 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



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- 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 March 20, 2024

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