



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Thursday, April 25, 2024

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve March 28, 2024 Heritage Preservation Board Meeting Minutes
- 4. Old Business**
 - a. Discussion of 2024 Work Plan and Budget
 - b. Centennial Homes Celebration and Awards
 - c. Old Business
- 5. New Business**
 - a. New Business From Members
 - b. Summer Tours
- 6. Other Items**
 - a. City Calendar and Minutes Rotation Schedule
- 7. 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: April 25, 2024	AGENDA ITEM: 3.a
TITLE: Approve March 28, 2024 Heritage Preservation Board Meeting Minutes	
PROPOSED MOTION: To approve the Draft Meeting Minutes of March 28, 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. This meeting's minutes were prepared by Kim Gharritty.

ATTACHMENTS:

1. Draft HPB Meeting Minutes of March 28, 2024

Heritage Preservation Board Meeting Minutes of March 28, 2024
11:30am-1pm, Wayzata City Hall Conference Room

Call to Order

The meeting was called to order at 11:35am.

Roll Call

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

Approval of Minutes

Member Starkey made a motion to approve the minutes of the February 29, 2024 HBP meeting. Member Travanty seconded. The minutes were approved by a vote of 4-0.

Old Business

Discussion of the 2024 Work Plan

Planner Quarles recommended that we be intentional about spending most of the budgeted \$3500 allocated to the HPB for 2024. Planner Quarles will put together a budget.

Cemetery Plaque Project

The Cemetery Plaque project was discussed as part of the Work Plan for this year.

Centennial Homes Event and Awards

The Centennial Homes Event and awards was discussed. This is scheduled to take place on May 16, 2024, and will be HPB's biggest ticket item this year. Currently, approximately 75 homes have been designated as being a minimum of 100 years old. Most of these homes have been acknowledged and this event will recognize the remaining homes with a picture of their house on a Certificate of Recognition. City Council member Molly MacDonald, who has a historic home on Park Street, could present the certificates (Planner Quarles to double-check with Molly), preceded by a short presentation by Rethos, a 501(c)(3) nonprofit organization working nationwide for the use of old buildings and sites. Rethos has responded to HPB's request to speak and is checking on their availability.

Members discussed food and beverage options with Costco food trays as one possibility and/or assorted charcuterie offerings spread on a table lined with butcher paper. The possibility of subsidizing drink tickets was discussed... Planner Quarles will do a little more research on that with the Muni. Planner Quarles mentioned renting high-top tables for the event on which items such as topical conversation starters might be placed, flowers, pictures of Wayzata historic homes to be acknowledged (HPB members will take pictures of the homes), etc. Name tags would also be made available.

How best to contact the recipients was discussed. Member Travanty offered to explore Canva as a possible online graphic design option to produce a note card/save the date/invitation. Member Ankeny offered to address the envelopes and others offered to help as well. Invitations would be mailed to recipients a month or so ahead of the May 16th event.

Mayor's Award

The Mayor's Award will take place at 7:00pm on April 25, 2024, in conjunction with the Wayzata City Council meeting. The homeowners at 110 Minnetonka Blvd. have been contacted and are enthusiastic to receive the award. Planner Quarles will put together a power point with details about the house, Merrily Babcock will do an artist's rendering of the home for an agreed upon \$250, and the mayor will say a few words before presenting the award.

Just Deeds

This effort will be tabled for right now.

New Business from Members

There was no new business from members.

Staff Updates

There were no additional staff updates.

Other Items

The next HPB meeting will be on Thursday, April 25, 2024. Planner Quarles will send an email prior. Member Gratton will take the minutes at this meeting.

Adjournment

Member Travanty made a motion to adjourn the meeting and member Starkey seconded. The meeting was adjourned by a vote of 4-0 at 1:05pm.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: April 25, 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. Staff will prepare a draft budget for the 2024 calendar year, allocating the funds remaining after the Centennial Home Celebration, for the HPB's review and approval.

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

ATTACHMENTS:

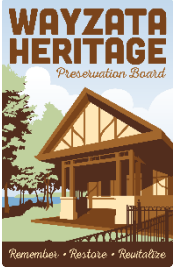
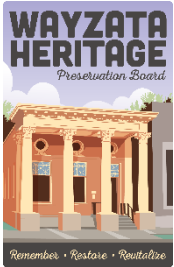
1. HPB Work Plan - April 2024

Work Plan Progress – April 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 – April 2024

Centennial Home Event	Summer Tour(s)
Details: - Thursday, May 23 in Community Room - Date changed from May 16 In Progress/Assignments: - See agenda item	Details: - Discuss at meeting In Progress/Assignments: - Set timeline and tasks at April 25 meeting Future: - Discuss at meeting





City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: April 25, 2024	AGENDA ITEM: 4.b
TITLE: Centennial Homes Celebration 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 progress made related to the Centennial Home Celebration and awards, as well as updates and items to focus on planning this month. Please refer to the live document, which will be shown on the screen during the meeting, for other considerations.

Event focus items:

- Due to scheduling conflicts in the Community Room, the event is proposed to be moved to May 23. The Board should confirm that this date works.
- Rethos is confirmed to speak May 16. Once the date change is finalized, staff will reach back out to Rethos.
- Invitations are complete and need to be mailed by Thursday, May 2 at the latest - once the date change is finalized.
- Save the Dates are nearly finished and will need to be finalized and printed to be mailed with invitations.
- Staff is coordinating with the Muni on provision of a cash bar. At this time, there are not plans to provide drink tickets (\$8 apiece).
- The Mayor and City Council will be invited to the event.
- Decor should be discussed at the meeting and coordinated over email.
- Food, non-alcoholic drinks, and take-home desserts should be discussed at the meeting and coordinated over email.

Award focus items:

- Photos have been received from 4/5 HPB members.
- Staff is finalizing the certificate form so that photos can be inserted when ready.
- Once certificates are printed, calligraphy will be pursued if timing is feasible. If not, the text on the awards will be printed.
- Awardees who do not attend the event will have their certificates mailed to them.
- Certificates will not be framed.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: April 25, 2024	AGENDA ITEM: 4.c
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 April 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: Invited to Centennial event.
- 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: April 25, 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: April 25, 2024	AGENDA ITEM: 5.b
TITLE: Summer Tours	
PROPOSED MOTION:	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Begin initial planning for Summer Tours event.

FINANCIAL OR BUDGET CONSIDERATION:

Costs will impact the HPB budget.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:**BACKGROUND:**

While Grove Lane has been discussed as a potential summer tour location, this time during the meeting should be spent setting the overall goals and vision for Summer Tour programming, reviewing the history of the event, and creating criteria for success.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: April 25, 2024	AGENDA ITEM: 6.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



S	M	T	W	Th	F	S
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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 April 2024

Month	Minutes Taker	Received? (Y/N)
February	Staff	Yes
March	Kim Gharrity	Yes
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	