



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Thursday, May 30, 2024

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve April 25, 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
 - d. Summer Tours
- 5. New Business**
 - a. New Business From Members
- 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: May 30, 2024	AGENDA ITEM: 3.a
TITLE: Approve April 25, 2024 Heritage Preservation Board Meeting Minutes	
PROPOSED MOTION: To approve the Draft Meeting Minutes of April 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. This meeting's minutes were prepared by Kelly Gratton.

ATTACHMENTS:

1. Draft HPB Meeting Minutes of April 25, 2024

Heritage Preservation Board Meeting Minutes of April 25, 2024
11:30am-1pm, Wayzata City Hall Community Room

Call to Order

The meeting was called to order at 11:42am.

Roll Call

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

Approval of Minutes

Member Ankeny made a motion to approve the minutes of the March 28, 2024 HPB meeting. Member Gratton seconded. The minutes were approved by a vote of 5-0.

Old Business

Discussion of the 2024 Work Plan

Planner Quarles said the Mayor's Award was wrapped up. Members decided that moving forward they will pick the award recipient in January and then present the award in May.

Reviewed that we still need to discuss the plan for the summer tours.

Reviewed that we need to still prep for James J. Hill Days and the school tours.

There is a Just Deeds event in Plymouth on April 29, 2024 from 6pm to 8pm.

Centennial Homes Event and Awards

The Centennial Homes Event was discussed. The date of the event was moved to May 23, 2024 from 5pm to 7pm. Member Ankeny will reach out to the calligrapher once the certificates are finished. Some houses have been taken off the list because of changes to the property. All board members are available to come to the event. Planner Quarles will be assigning members jobs: calligraphy, materials, picking up food and decorations. Members decided to keep the May 30th meeting and that the Event will be organized via email rather than holding an extra meeting. Member Starkey volunteered to do flowers for the tables. Planner Quarles suggested Nothing Bundt Cakes as a take home for the award recipients. Members decided to explain the cake tradition during the ceremony and give the cakes out with the awards. Members also decided to announce each home one at a time. Member Ankeny will hand out awards and Member Gratton will hand out cakes. Member Travanty will announce the homes.

Summer Tours

Members discussed the overall goal and vision for the event. Discussion about needed a buy-in from owners. Various questions were raised: do we need to go inside; how to make it work and be comfortable for home owners; is there another option; is the Wise house an option; if the Wise house is an option, how do we make that an event. Members discussed doing end to end Panoway tours for James J. Hill ending at the Foreman's House. Planner Quarles said she would try to ask ownership about Grove Lane before moving forward.

New Business from Members

There was no new business from members.

Staff Updates

There were no additional staff updates.

Adjournment

Member Gratton motioned to adjourn the meeting and Member Ankeny seconded. The meeting was adjourned by a vote of 5-0 at 1:00pm.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: May 30, 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 have an updated budget available for the June meeting accounting for the costs of the Centennial Homes Celebration.

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

ATTACHMENTS:

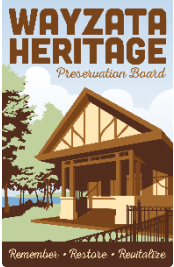
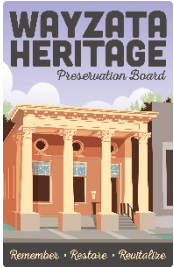
1. HPB Work Plan - May 2024

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	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) / James J Hill Days
Details: Debrief	Details: - Discuss at meeting In Progress/Assignments: - Set timeline and tasks Future: - Discuss at meeting





City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: May 30, 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 and will be summarized for the June meeting.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

The board should discuss the event, considering how lessons learned can factor into future programming.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: May 30, 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.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: May 30, 2024	AGENDA ITEM: 4.d
TITLE: Summer Tours	
PROPOSED MOTION:	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Continue planning potential Summer Tours event.

FINANCIAL OR BUDGET CONSIDERATION:

Costs will impact the HPB budget.

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

Consider overlap with James J Hill weekend and events.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: May 30, 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: May 30, 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:**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 April 2024

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