



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Thursday, November 21, 2024

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. No Minutes Available for October 24, 2024 Meeting
- 4. Old Business**
 - a. 2024 Work Plan and Budget
 - b. City Plaques Project
- 5. New Business**
 - a. New Business From Members
 - b. Lake Minnetonka Historical Society Summer Programming Discussion
- 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: November 21, 2024	AGENDA ITEM: 4.a
TITLE: 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. The HPB has about \$1,700 in funds remaining in 2024.

An updated work plan is attached for the Board's discussion and approval. The work plan will continue to update each month. In December, the Board will consider work plan items for 2025, and members should start brainstorming those items now.

ATTACHMENTS:

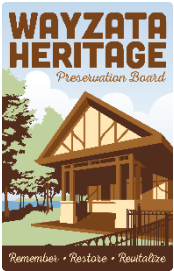
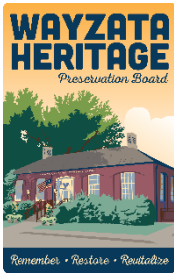
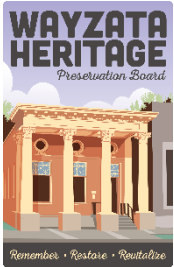
1. HPB Work Plan - November 2024
2. HPB Budget Update - September 2024 (no change)

Work Plan Progress – November 2024

#	Activity	Steps/Progress	Responsible	2024											
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Slot In
1	Centennial Home Event	Complete until 2025	All	X	X	X	X								
2	Centennial Home Awards	Complete until 2025	All	X	X	X									
3	Mayor’s Award	Complete until 2025	All	X	X	X									
4	City Plaques	Winter 2024, Spring 2025	All	X								X	X	X	
5	Just Deeds promotion	Future Mounds View feedback	Staff												X
6	Proactive engagement with historic property owners	Blue Water Theater December guest meeting	Staff							X		X		X	X
7	Support Section Foreman House funding	Received update at October meeting	Staff												X
8	James J. Hill Days	Complete until 2025	All				X	X	X	X	X				
9	Collaboration with LMHS/summer programming	November guest meeting	All									X	X	X	
10	Burial Mounds education	Need to reach out – behind	Staff				X				X				
11	Recruitment and retention	Build the pipeline	All									X	X		
12	R-3A Character and Zoning	Neighborhood engagement open	Staff								X				
13	2025 Work Plan	Discuss in December, adopt in January	All												

Major Items – November 2024

Updates
City Plaques See agenda item
Proactive engagement with historic property owners Blue Water Theater scheduled for December 19 meeting
Recruitment and retention - Even if no spots are open this year, making sure people are interested in the board creates a strong pipeline for future openings - Application is open until November 22 - Kelly represented us well at the volunteer dinner!
R-3A Character and Zoning - Neighborhood survey open November 15 – November 26 - Open house November 25
Collaboration with Lake Minnetonka Historical Society (LMHS) Welcome!



GL ACTIVITY REPORT FOR CITY OF WAYZATA

From 01/01/2024 to 12/31/2024

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt	Change	Balance	Available
01/01/2024			101-41910-00492 HPB					0.00	3,500.00
04/25/2024	AP	INV	BABCOCK, MERRILY	04192024	250.00		0.00	250.00	3,250.00
06/04/2024	AP	INV	QUARLES, VALERIE	06042024	27.66		0.00	277.66	3,222.34
06/04/2024	AP	INV	STARKEY, JUDY	04292024	30.38		0.00	308.04	3,191.96
06/13/2024	AP	INV	ELAN-CARDMEMBER SERVICES	MAY 2024	761.13		0.00	1,069.17	2,430.83
07/15/2024	AP	INV	ELAN-CARDMEMBER SERVICES	JUNE 2024	343.87		0.00	1,413.04	2,086.96
07/16/2024	AP	INV	BABCOCK, MERRILY	07162024	250.00		0.00	1,663.04	1,836.96
09/09/2024	AP	INV	UPS STORE	09062024	78.85		0.00	1,741.89	1,758.11
12/31/2024			END BALANCE					1,741.89	1,758.11



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: November 21, 2024	AGENDA ITEM: 4.b
TITLE: City Plaques Project	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY: Valerie Quarles, Assistant Planner	

ACTION REQUESTED:

The Board is asked to review the current inventory of plaques, note any missed locations, and start to consider any concerns with content on public plaques.

FINANCIAL OR BUDGET CONSIDERATION:

Future plaque replacement costs would come out of the HPB budget.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

The current discussion on Wayzata's plaques began in 2023, when language on the First Cemetery Plaque (located at the corner of Walker Avenue and Wayzata Boulevard) was raised for consideration. The discussion was put on hold for most of 2024 as other issues took priority. Now, the Board's work plan calls for the discussion to begin again.

The plaque topic is typically not revisited frequently. To that end, the following actions will enhance the current conversation and ease future considerations:

1. Creating an inventory of current plaques in town, public and private. The HPB has some records of the plaques it has produced but the picture does not appear to be comprehensive. A draft of the current inventory will be presented at the meeting.
2. Reviewing each existing public plaque to determine whether revision or addition is imminently necessary. Photos will be presented at the meeting.
3. Considering locations for new public plaques and creating criteria by which those locations could be ranked and ordered for production in the future.

ATTACHMENTS:

1. 2024 Plaques Inventory - Draft

**Plaque/Historical Signage
Inventory Draft for Discussion
November 18, 2024**

Wayzata Plaques – North Side

Subject	Location	Owner / Origin
First Cemetery	Walker and Wayzata Blvd	City
Greenlawn Cemetery	Minnetonka and Park	City
Three Churches	St. Bart's	Wayzata Historical Society
Big Woods History and Donors*	Big Woods	

Wayzata Plaques – South Side (excluding Panoway donors)

Subject	Location	Owner / Origin
Section Foreman House	Section Foreman House	City
Burial Grounds	Panoway – East	City
Irene Stemmer	Shaver Park	
Shaver Family (stone)	Shaver Park	
Trapper's Cabin Story	Shaver Park	
Wayzata State Bank	Lake St and Barry Ave	
1959 Basketball Team	Lake St	Wayzata Historical Society
Wayzata Depot	Lake Street	Wayzata Historical Society
Wayzata Depot Timeline*	Depot Exterior	
Wayzata Post Office	Post Office	
Post Office Park*	Post Office Park	
Bushaway Road Story*	Bushaway Rd and McGinty Rd	
Schoolhouse Hill	Widsten	Wayzata Historical Society

*No photo yet.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: November 21, 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: November 21, 2024	AGENDA ITEM: 5.b
TITLE: Lake Minnetonka Historical Society Summer Programming Discussion	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

There is significant overlap between the missions of the Wayzata Heritage Preservation Board and the Lake Minnetonka Historical Society (LMHS). LMHS representatives have been invited to this meeting so that both boards can get to know each other better and understand where future collaboration would be productive in 2025.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: November 21, 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. Please let staff know if you have any anticipated conflicts with meeting dates/times or obligations to take minutes.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

The next HPB meeting is Thursday, December 19. Kelly Gratton is scheduled to take the minutes.

ATTACHMENTS:

1. 2024 Wayzata City Calendar
2. 2025 Wayzata City Calendar
3. HPB Meeting Minutes Schedule - November

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

City of Wayzata 2025 Meeting Calendar



January 2025						
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May 2025						
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July 2025						
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September 2025						
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November 2025						
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December 2025						
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28	29	30	31			

Energy & Environment 5:30 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

Night to Unite

Holiday Observed
City Offices Closed

Precinct Caucuses - no statewide caucus in 2025

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

Revised
9/24/2024

Wayzata Heritage Preservation Board

2024 Meeting Minutes Schedule

Updated November 2024

Month	Minutes Taker	Received?
February	Staff	Yes
March	Kim Gharrity	Yes
April	Kelly Gratton	Yes
May	Judy Starkey	Yes
June	Sonya Travanty	Yes
July	None – meeting canceled	N/A
August	Kim Gharrity	Yes
September	Sonya Travanty	Yes
October	None	No
November	Sue Ankeny	
December	Kelly Gratton	