

Heritage Preservation Board Meeting Minutes of February 29, 2024  
11:30am-1pm, Wayzata City Hall Conference Room

**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.