



WAYZATA HERITAGE PRESERVATION BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Thursday, January 23, 2025

11:30 AM

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Approve December 19, 2024 and November 21, 2024 Meeting Minutes
- 4. New Business**
 - a. Election of 2025 Chair and Vice-Chair
 - b. New Business from Members
- 5. Old Business**
 - a. Review 2025 Work Plan
 - b. City Plaques Project
- 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: January 23, 2025	AGENDA ITEM: 3.a
TITLE: Approve December 19, 2024 and November 21, 2024 Meeting Minutes	
PROPOSED MOTION: To approve the Draft Meeting Minutes of December 19 and November 21, 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. Both sets of minutes were prepared by staff.

ATTACHMENTS:

1. Draft Meeting Minutes of December 19, 2024
2. Draft Meeting Minutes of November 21, 2024

Heritage Preservation Board Minutes

December 19, 2024

1. Call to Order

The meeting was called to order at 11:30am.

2. Roll Call

Present were Sue Ankeny, Kim Gharrity, Judy Starkey, Sonya Travanty (Heritage Preservation Board); Valerie Quarles (Assistant Planner); Jeff Prottas and Ann Johnson Stewart (Blue Water Theater) arrived later.

3. Approval of Minutes

The minutes of the October 24, 2024 meeting were approved.

4. Old Business

There was no old business to discuss.

5. (a) New Business from Members

The board briefly discussed current events around town.

(b) Review 2024 Work Plan and Draft 2025 Work Plan

The board reviewed what had been successful in 2024, what potential work items had not been completed, and whether all of those items should carry over into 2025. The group also considered potential new items to be added in 2025 and the role of future grant funding.

(c) Guest Discussion: Blue Water Theater

BWT board members Jeff Prottas (President) and Ann Johnson Stewart (Facilities Chair and MN State Senator) discussed the mission of Blue Water Theater, transitions within the organization, historic facility needs, and the theater's role within the community. The HPB discussed the role of proactive property preservation, offered future help and support for grant and bonding applications, and will consider holding a regular HPB meeting this year at the BWT building.

6. Other Items

The next HPB meeting will be Thursday, January 23.

Heritage Preservation Board Minutes

November 21, 2024

1. Call to Order

The meeting was called to order at 11:30am.

2. Roll Call

Present were Sue Ankeny, Kim Gharrity, Kelly Gratton, Judy Starkey, Sonya Travanty (Heritage Preservation Board); Valerie Quarles (Assistant Planner); Lisa Stevens, Sue Sorrentino, and Liz Vandam (Lake Minnetonka Historical Society) arrived later.

3. Approval of Minutes

No minutes were available to approve.

4. (a) 2024 Work Plan and Budget

The board reviewed the final items in the 2024 work plan.

(b) City Plaques Project

The board reviewed additional plaque locations and considered next steps once the inventory is complete.

5. (a) New Business from Members

The board briefly discussed current events around town.

(b) Lake Minnetonka Historical Society Summer Programming Discussion

Members of the LMHS Board engaged in a wide-ranging discussion about the status of the LMHS merger, the historic and future role definition between LMHS and HPB, and potential future collaborations. Many of the initiatives floated during the discussion will be added to the 2025 work plan.

6. Other Items

The next HPB meeting will be Thursday, December 19.

7. Adjournment

The meeting adjourned at 1:00 p.m.



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 23, 2025	AGENDA ITEM: 4.a
TITLE: Election of 2025 Chair and Vice-Chair	
PROPOSED MOTION: 1. To approve the nomination of _____ as Chair of the Wayzata Heritage Preservation Board. 2. To approve the nomination of _____ as Vice-Chair of the Wayzata Heritage Preservation Board.	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

The Board should discuss the duties of the Chair and Vice-Chair, make nominations, and confirm one member to each position using the proposed motions.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

Typical Chair responsibilities may include:

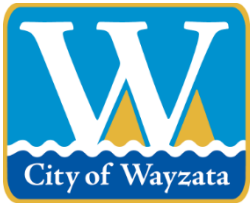
1. Assisting staff in running meetings, using the agenda that staff creates and publishes ahead of time. Staff and all Board members will present on individual items.
2. Managing decorum and rules of procedure. For the HPB, rules of procedure may be less formal than bodies like the Planning Commission and City Council.
3. Representing the HPB at other public meetings.

Vice-Chair responsibilities include:

1. Filling in for the Chair when they are absent.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 23, 2025	AGENDA ITEM: 4.b
TITLE: New Business from Members	
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:

This is a space for board members to discuss potential new business and current events.

ATTACHMENTS:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 23, 2025	AGENDA ITEM: 5.a
TITLE: Review 2025 Work Plan	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

Review the 2025 Work Plan and discuss.

FINANCIAL OR BUDGET CONSIDERATION:

Certain items in the Work Plan will carry costs.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

N/A

BACKGROUND:

Members should review this month's items in the Work Plan and prepare for next month. The work plan is a living document that can be adjusted throughout the year.

ATTACHMENTS:

1. HPB Work Plan - January 2025



Work Plan Progress – January 2025

Activity	Jan	Feb	Mar	Apr	Ma y	Jun	Jul	Aug	Se p	Oct	No v	Dec
2025 Work Plan	X											
City Plaques	X	X	X									
LMHS Programming Partnership		X	X	X	X	X				X		
Mayor's Award (annual)		X	X	X	X							
Centennial Homes (annual)		X	X	X	X							
Historic Homes Event (annual?)		X	X	X	X	X						
Update HPB Mission Statement						X						
James J Hill Days							X	X	X			
Recruitment and Retention (3 terms end)									X	X	X	
2026 Work Plan												X

This Month

Current/Preparation
2025 Plan – any other significant items to add before committing to this framework?
City Plaques – review Plaque photos for maintenance needs and content updates.
Historic Homes Event – very early planning, date targeting, Joanie to speak?
Centennial Homes – have nominations ready for February meeting
Mayor's Award – Val to check in with new Mayor on process preference for February meeting
Slot In
Just Deeds (James J Hill Days)
Racial covenants banned at home sale (tracking Mounds View ordinance)
Proactive engagement with historic property owners (as needed)
Support Section Foreman House funding (as needed)
Burial Mounds education (summer prep for fall event?)
Grant seeking for project capacity (ongoing)
Specific building celebrations on-site (look for upcoming anniversaries)
Bicycle tour (LMHS)
Outdoor media at the Depot (LMHS)
Unfunded
QR codes (Ely, Saint Paul)
Historic markers along Luce Line and/or Dakota rail trails (former Three Rivers Park District project with LMHS)
Grants Tracker
N/A



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 23, 2025	AGENDA ITEM: 5.b
TITLE: City Plaques Project	
PROPOSED MOTION: N/A	
PREPARED BY: Valerie Quarles, Assistant Planner	
REVIEWED BY:	

ACTION REQUESTED:

To review current Plaque photos per the Work Plan.

FINANCIAL OR BUDGET CONSIDERATION:

Physical improvements will carry costs.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

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. (2024)
2. **Reviewing each existing public plaque to determine whether revision or addition is imminently necessary. Photos will be presented at the meeting. (today)**
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:

None



City of Wayzata Heritage Preservation Board Agenda Report

MEETING DATE: January 23, 2025	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, February 27. Judy Starkey is scheduled to take the minutes.

ATTACHMENTS:

1. 2025 Wayzata City Calendar
2. HPB Meeting Minutes Schedule - January

City of Wayzata 2025 Meeting Calendar



January 2025						
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 2025						
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	

March 2025						
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 2025						
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 2025						
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

June 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 5:30 PM

Planning Commission - 6:30 PM

City Council - 7:00 PM
Local Board of Appeal & Equalization - April 17th

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

Election

Precinct Caucuses - no statewide caucus in 2025

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

Revised
1/8/2025

Wayzata Heritage Preservation Board

2024/2025 Meeting Minutes Schedule

Updated January 2025

Month	Minutes Taker	Received?
November '24	Sue Ankeny	N/A – staff prepared
December '24	Sonya Travanty	N/A – staff prepared
January '25	Kelly Gratton	
February	Judy Starkey	
March	Sonya Travanty	
April	Sue Ankeny	
May	Kim Gharrity	
June	Kelly Gratton	
July	Judy Starkey	
August	Sonya Travanty	
September	Sue Ankeny	
October	Kim Gharrity	
November	Kelly Gratton	
December	Judy Starkey	

2025 Attendance

Meeting	Sue	Kim	Kelly	Judy	Sonya
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

2025 Term Tracker

Board Member	Term Ends
Sue Ankeny (Chair)	December 31, 2026
Kim Gharrity	December 31, 2025
Kelly Gratton	December 31, 2025
Judy Starkey	December 31, 2026
Sonya Travanty	December 31, 2025