

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, January 19, 2017

4:30 PM

I. Call to Order and Approval of Agenda

Also Present: Scott Tempel - City Planner, Hannah Pahs and Logan Ledman - Youth Members, Jenni Roney - Executive Director Northfield Downtown Development Corporation, Dave Shumway - First National Bank, Barb Neitzel - Recording Secretary

Present: 6 - Jason Menard, Barbara Evans, Dan O'Leary, Randy Lutz, Alice Thomas and Stephen Mohring

II. Approval of Minutes

1. [17-623](#) December 15, 2016 HPC Minutes

Attachments: [12-15-16 HPC Minutes](#)

A motion was made by Evans, seconded by Board Member O'Leary, to approve the December 15, 2016 HPC Minutes. The motion carried by the following vote:

Yes: 6 - Board Member Menard, Evans, Board Member O'Leary, Board Member Lutz, Board Member Thomas and Board Member Mohring

III. Unfinished Business

2. [17-624](#) Introduction of new NDDC Director

The new Executive Director for the Northfield Downtown Development Corporation - Jenni Roney - introduced herself to the board and added she appreciates the work of the HPC. Her main goal at this point is to collaborate with the businesses and their owners. She will let the commission know if they have any concerns related to issues requiring HPC approval.

3. [17-625](#) Proposed Amendment to Bylaws

Attachments: [2016 Bylaws - Dec revision](#)

The commission discussed the proposed amendment to its bylaws regarding appointments of HPC members since it is in conflict with the City Charter. J. Menard reported he and Cliff Clark met with Mayor Pownell to interpret Cliff's appointment by the Northfield Historical Society and she made it clear that she wanted to follow the Charter.

A motion was made by Board Member Thomas, seconded by Evans, to approve the proposed amendment to the bylaws to remove the conflict with the City Charter. The motion carried by the following vote:

Yes: 6 - Board Member Menard, Evans, Board Member O'Leary, Board Member Lutz, Board Member Thomas and Board Member Mohring

V. Reports and Discussion Items

Dave Shumway, First National Bank, spoke to the commission regarding damage done to the main entrance door of the bank. They are proposing metal doors to be painted the same color along with repairs to sections of the granite adjacent to the door.

The HPC spoke in favor of the metal doors but noted the design guidelines require they be coated with a baked enamel finish. D. Shumway stated he will check with the distributor on this requirement prior to purchasing the doors.

- a) **Commissioner Comments and Reports**
- b) **Staff Updates and Reports**
- c) **Comments from the Chair**

B. Evans updated the HPC on preservation articles in the Northfield News. She will be writing a column on the HPC itself and asked for permission from HPC members to use information from their applications when writing it.

It was noted Hayes Scriven of the Northfield Historical Society will be leaving. The HPC determined they would like to recognize his preservation efforts over the years either verbally or in a letter.

The HPC discussed election of officers and nominated J. Menard as Chair and B. Evans as Vice Chair.

Staff noted the next meeting will include a discussion on goals for 2017. He also stated he received an email from the State regarding CLG funds available for scholarships for training and conferences.

A motion was made by Board Member O'Leary, seconded by Board Member Thomas, to approve the election of Jason Menard as Chair and Barb Evans as Vice Chair of the HPC for 2017. The motion carried by the following vote:

Yes: 6 - Board Member Menard, Evans, Board Member O'Leary, Board Member Lutz, Board Member Thomas and Board Member Mohring

VI. Adjournment

The meeting adjourned at 5:44 pm.