



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Draft Heritage Preservation Commission

Thursday, February 16, 2017

4:30 PM

I. Call to Order and Approval of Agenda

A motion was made by Evans, seconded by Board Member Thomas, to approve the February 16, 2017 HPC Agenda as amended to move Recognition of Services for Hayes Scriven as the first item for discussion. The motion carried by the following vote:

Yes: 5 - Board Member Menard, Evans, Board Member O'Leary, Board Member Lutz and Board Member Thomas

II. Approval of Minutes

1. [17-661](#) January 19, 2017 HPC Minutes

Attachments: [01-19-17 HPC Minutes](#)

A motion was made by Board Member Thomas, seconded by Board Member Lutz, to approve the January 19, 2017 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

IV. New Business Items

3. [17-663](#) Recognition of service for Hayes Scriven

The Commission agreed to present NHS Director Hayes Scriven with a certificate of appreciation for his contributions to preservation. Chair Menard will either present it at the February 21st Council meeting or at his NHS party.

A motion was made by Board Member Thomas, seconded by Evans, to approve presenting a certificate of appreciation to Hayes Scrives - Northfield Historical Society.. 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

2. [17-662](#) HPC work plan and goal setting

Attachments: [Heritage Preservation Site Designation ordinance](#)
[Heritage Preservation Commission LDC duties](#)
[2016 Annual Report FINAL](#)
[HPC goals and work plan 2.14.2014](#)
[MSG-ROBERTS RULES CHEAT SHEET](#)
[Roberts-Rules-of-Order-Cheat-Sheet](#)

HPC members individually spoke about what drives them to be on the HPC and what they hope to accomplish this year.

Staff noted he will recreate an updated planning document based on goals identified for 2017 in the annual report. Members agreed to change the item "Consider historic plaque program for homes..." to "Consider historic plaque program for sites..." They would also like to add making a list of properties the HPC would be interested in designating.

Chair Menard mentioned inviting Michael Koop from the State Historic Preservation Office to speak at a meeting regarding what it means to be a CLG and the HPC's role in it.

Staff noted he will electronically send the survey to each member. B. Evans felt a paper copy should also be put at the Library and Northfield Historical Society.

V. Reports and Discussion Items

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

VI. Adjournment

The meeting adjourned at 6:10 p.m.