

**CITY OF SAINT PETER
AGENDA & NOTICE OF REGULAR MEETING
HERITAGE PRESERVATION COMMISSION
Tuesday, January 28, 2020 @ 5:30 p.m.
Governors Room – Saint Peter Community Center**

- I. CALL TO ORDER**
- II. OATH OF OFFICE**
- III. APPROVAL OF AGENDA**
- IV. ELECTION OF OFFICERS**
 - A. Chairperson**
 - B. Vice Chairperson**
- V. APPROVAL OF MINUTES**
 - A. October 9, 2019 (Special Meeting)**
- VI. NEW BUSINESS**
 - A. Meeting in a Box (State Preservation Plan Input)**
 - B. St. Peter Post Office – Handicapped Ramping**
- VII. UNFINISHED BUSINESS**
- VIII. REPORTS**
 - A. Certified Local Government Status**
- IX. ADJOURNMENT**

**CITY OF SAINT PETER
HERITAGE & PRESERVATION COMMISSION
Special Meeting Minutes – October 9, 2019
Saint Peter Library Conference Room**

Roll was taken with Commissioners Ed Johnson, Joe Metzen, Terry Bergeman and Larry Potts in attendance. Members Judy Douglas, Brian Oviat and Emily Bruflat were unable to accommodate the special meeting request and were absent. Community Development Director Russ Wille was also present.

The regular meeting was called to order by Chairperson Potts at 5:34 p.m.

Approve Agenda

A motion was made by Johnson to approve the agenda as presented. The motion was seconded by Bergeman, all voting in favor, motion carried.

Approve Minutes

Wille noted that as he prepared the agenda packet the minutes of the July 30, 2019 meeting were inadvertently omitted from the packet. The July minutes will be included in the next meeting agenda for Commission consideration.

Jill Haas (Sign Review) – 400 South 3rd Street

Wille noted that Jill Haas intends to open Olita Gifts & Goods in the former Hometown Travel building at 400 South 3rd Street.

Ms. Haas is seeking Heritage Preservation Commission (HPC) approval to hang a projecting sign above the walk-in door facing the Grace Street and 3rd Street intersection. The sign would include the text “Olita Gifts & Goods”.

The projecting sign would be created out of three aluminum sheets. The sign would essentially be constructed like an “Oreo Cookie” with the middle sheet being exposed when the white sheet is overlaid upon the dark brown disc.

Ms. Haas has not found the sign bracket upon which the signage would be hung. Wille suggested that the Commission allow him to work with Ms. Haas to determine the appropriate design for the sign bracket.

To illuminate the sign, Ms. Haas intends to install a black gooseneck lighting fixture above the projecting sign. Electrical conduit has previously been installed and will be utilized to provide the necessary electricity to the lighting. Wille suggested that the conduit be painted in a color which would blend in with the façade.

The HPC membership determined that the proposed sign and lighting installation would be appropriate and were pleased with the design and application of the façade alteration.

Motion by Bergeman, seconded by Metzen to approve the installation of the proposed projecting sign and gooseneck lighting, to authorize the Community Development Director to approve the

sign bracketing and to require that the electrical conduit be painted a color that would blend in with the color of the façade. With no further discussion, all voted in favor of the motion. The motion carried.

Historic Plaque Program

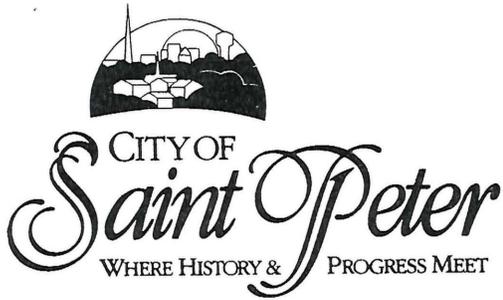
Wille noted that in 2008, the HPC financed and installed plaques upon select building identifying the date of construction and original use of the historic structures. At that time it was proposed that additional plaques could be considered as structures are improved and maintained in a condition which represents the era in which the structure was constructed.

Wille provided a roster of seven historic structures which the Commission may consider worthy of the plaque commemoration. The Commission asked that Wille complete additional research into some of the buildings to confirm the year of construction and the original usage of the buildings.

Additional information will be obtained and the Commission will intend to continue they plaque discussion at a future meeting.

Adjournment

With no further business before the Commission, Johnson move for adjournment. The motion was seconded by Metzen and all members voted in favor of adjournment. The meeting was adjourned at approximately 5:55 p.m.



Memorandum

To: HPC Members

Date: January 22, 2020

From: Russ Wille, Community Development Director

RE: "Meeting in a Box"

ACTION / RECOMMENDATION

Hold a "Meeting in a Box" to assist the State Historic Preservation Office (SHPO) with the development of a revised State Preservation Plan.

BACKGROUND

SHPO has asked that Minnesota preservation commission hold a meeting in a box to assist SHPO with the development of a revised historic preservation plan.

The Heritage Preservation Commission is asked to consider why historic preservation is important in today's world. To that end, the meeting will consist of various exercises to help identify threats or barriers to historic preservation.

All property owners within the Central Business District have been invited to attend and offer their thoughts and input.

I've included some of the materials provided by SHPO which gives you an idea of what to expect at the Meeting in a Box.

You can review the existing State Preservation Plan at <https://mn.gov/admin/shpo/planning/statewide-plan/>.



**DEPARTMENT OF
ADMINISTRATION**

STATE HISTORIC PRESERVATION OFFICE

November 14, 2019

Dear Preservation Partner,

I'm writing to ask for your help with our outreach efforts regarding the Statewide Historic Preservation Plan. I would like you to devote part of or an entire upcoming Heritage Preservation Commission meeting to host a Meeting in a Box in order to gather information that will inform the new Preservation Plan.

What is a Meeting in a Box?

A Meeting in a Box is a small group gathering to generate conversation and solicit feedback on the Preservation Plan for Minnesota. The purpose is to raise awareness of the Statewide Historic Preservation Plan process and allow commissioners to share their thoughts and experiences that will help direct the vision and future of preservation in Minnesota. Input received from these meetings will be used to refine the preliminary goals, and to help develop policies to support the goals of the Plan. A Meeting in a Box will help frame your discussion during your HPC meeting.

Included in this mailing are supporting materials for hosting a Meeting in a Box. Your role as a host is to facilitate a group discussion on the selected topics and record the group responses. The length of the meeting is flexible and can be set up to take between 35-90 minutes, depending on how many questions the group decides to respond to. Once you've got your materials in hand, follow the guidelines to get started!

The deadline to return your meeting results is **February 15, 2020**, so please be sure to have your Meeting in a Box before that date.

Please contact me at 651.201.3291 or michael.koop@state.mn.us if you have any questions.

Thank you very much for your assistance with obtaining input for the Statewide Historic Preservation Plan.

Sincerely,

Michael Koop
State Historic Preservation Office

MINNESOTA STATE HISTORIC PRESERVATION OFFICE

50 Sherburne Avenue ■ Administration Building 203 ■ Saint Paul, Minnesota 55155 ■ 651-201-3287

mn.gov/admin/shpo/ ■ mnshpo@state.mn.us

AN EQUAL OPPORTUNITY AND SERVICE PROVIDER

December 20, 2019

Downtown Building Owner,
XXXXX South Minnesota Avenue
Saint Peter, MN 56082

RE: Statewide Historic Preservation Plan

The State Historic Preservation Office (SHPO) has asked that the Saint Peter Heritage Preservation Commission invite you to attend their January, 2020 meeting. SHPO is seeking your input as they develop and amend the State Preservation Plan.

According to the SHPO promotional materials, "Your input...will help identify issues about historic preservation that may need to be addressed within the updated plan. Moreover, your voice will inform the statewide vision for the future of preservation in Minnesota – along with the planning goals and objectives – so that preservation challenges can be met and overcome at the community and state level."

The meeting will be formatted in to three separate exercises and should be completed in about one hours' time. SHPO has asks that that group consider the following:

1. What are the threats to historic preservation?
2. Why is historic preservation important?
3. How could the statewide preservation plan assist you or your organization?

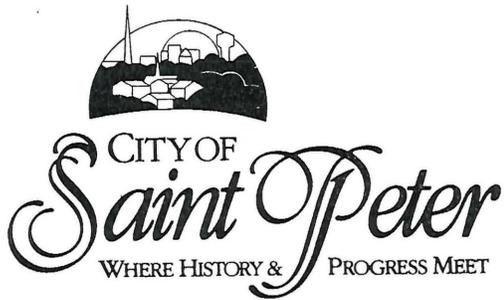
Please make plans to joins us at 5:30 p.m. on Tuesday, January 28, 2020 in the Governors Room in the Saint Peter Community Center (600 South Fifth Street).

You are encouraged to stay involved in the plan by visiting the MNPreservtionPlan_2030 webpage and comment on the future draft(s).

Thank you for your consideration and your stewardship of our historic resources.

Very best wishes,

Russ Wille
Community Development Director



Memorandum

To: HPC Members

Date: January 22, 2020

From: Russ Wille, Community Development Director

RE: St. Peter Post Office – Handicapped Ramp

ACTION / RECOMMENDATION

The Robo Bros., the FIRST LEGO League robotics team will appear to present their planned installation of a handicapped ramp at the St. Peter Post Office.

BACKGROUND

For your review, I have included a copy of the memo that City Administrator Prafke had prepared for the City Council agenda packet which the Robo Bros. did a presentation to the City Council. The only information that I can add to the memo is that this last weekend the team won their second competition and will now be proceeding to compete in the state tournament.

It wasn't expected that the handicapped ramp project would ever materialize. However, given the positive feedback from the City Council, the Robo Bros. were encouraged to seek a way to actually have the ramping financed and constructed.

The Robo Bros. are working with Postmaster Randolph to determine how the ramp could actually be allowed by the U.S. Postal Service (USPS). Their regulations prohibit the receipt of gifts or gratuities. The Postmaster has been trying to work around the policies or to conceive of another method of conveyance such as a nominal ramp lease.

If we can figure out a process that meets the rules of the USPS, the Robo Bros. will proceed with raising the necessary donations to fund construction and installation. Thoughts for fundraising include the establishment of a "Go Fund Me" type page and donations requested from businesses and local service organizations.

The HPC is asked to give your preliminary input at this time. It is expected that the Robo Bros. will be on the February HPC agenda to seek final approval of the locations, design and materials of a ramp. A preliminary depiction of a ramp is included for your viewing.



Memorandum

TO: Honorable Mayor Ziemann
Members of the City Council

DATE: 1/2/2020

FROM: Todd Prafke
City Administrator

COPY

RE: Lego Team Presentation

Action/Recommendation

For your information and review.

Background

The community of Saint Peter has supported Lego Building Teams for a number of years and the 2019/2020 year is no exception. This year's national theme is City Shaper, and the project challenge is to "identify a problem with a building or public space in your community", then propose a solution.

Early on, the team met with me and others on your staff, and discussed some possible ideas. The team settled on the problem of handicap accessibility at the post office. Over the past couple of months they also met with Postmaster Randolph, Eileen Holz (accessibility advocate), and Russ Wille (Historic Preservation Staff), and got some great info and feedback from all of them.

This team won the Best Project Award at a tournament in early December and also advanced to the next tournament. Therefore, they are coming to review and continue to pursue the teams' solution of building a ramp onto the post office, and they hope to make some progress before the next tournament in January. They understand that the City cannot direct the Post Office to make any changes but as a part of their preparation for their next event they hope to share their thoughts with you.

The team is Coached and Managed by Kristi and Matt Borowy.

TP/bal

COPY

RoboBros FIRST Lego League Team Project Presentation

RoboBros is a FIRST LEGO League robotics team made up of six 6th grade boys from St. Peter. FIRST LEGO League (FLL) is a global program with more than 225,000 kids on teams in 88 countries. FIRST (For Inspiration and Recognition of Science and Technology) was founded in 1989 to inspire young people's interest and participation in science and technology.

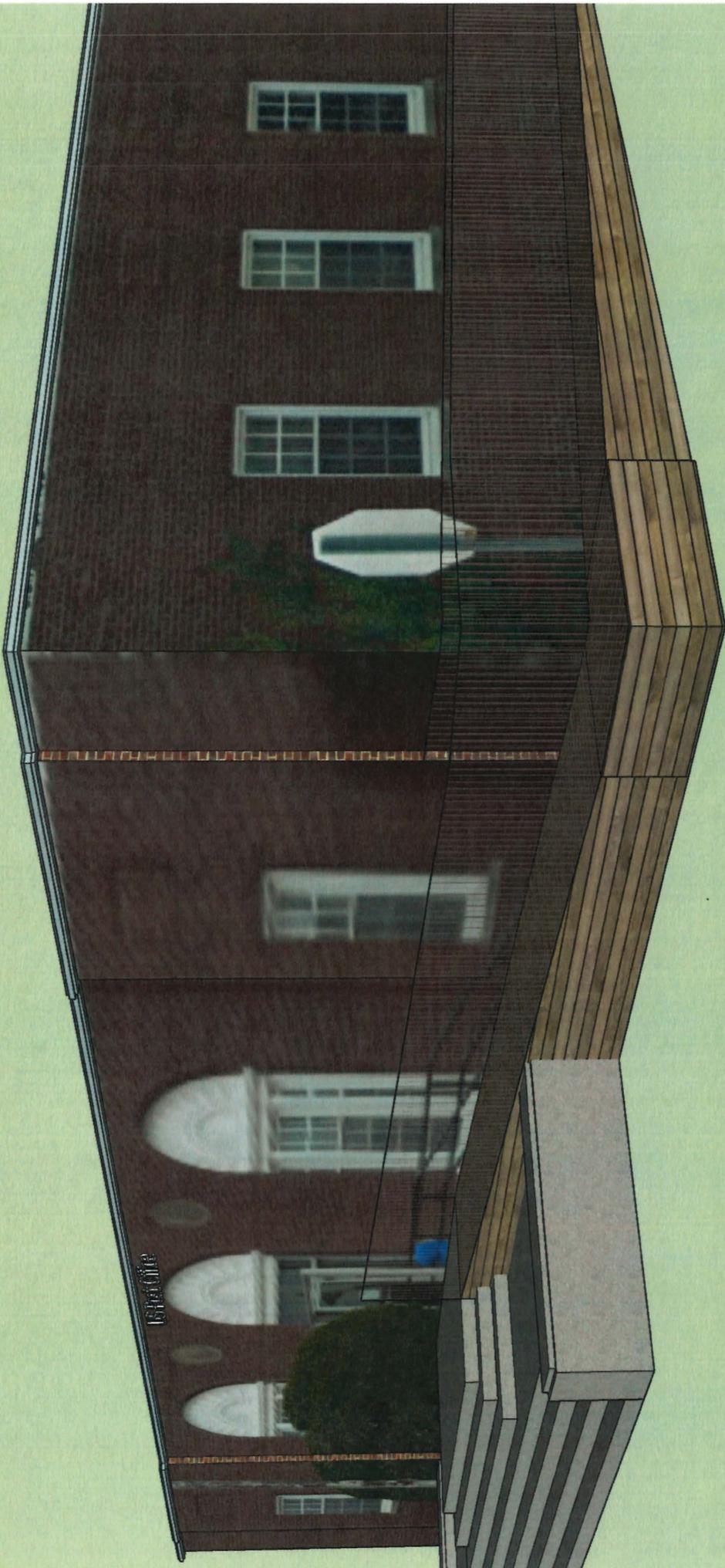
In FLL, teams collaborate to build and program an autonomous robot to score points on a thematic playing surface (the Robot Game) and create an innovative solution to a problem correlating to the yearly challenge theme (the Project), all guided by the FIRST Core Values.

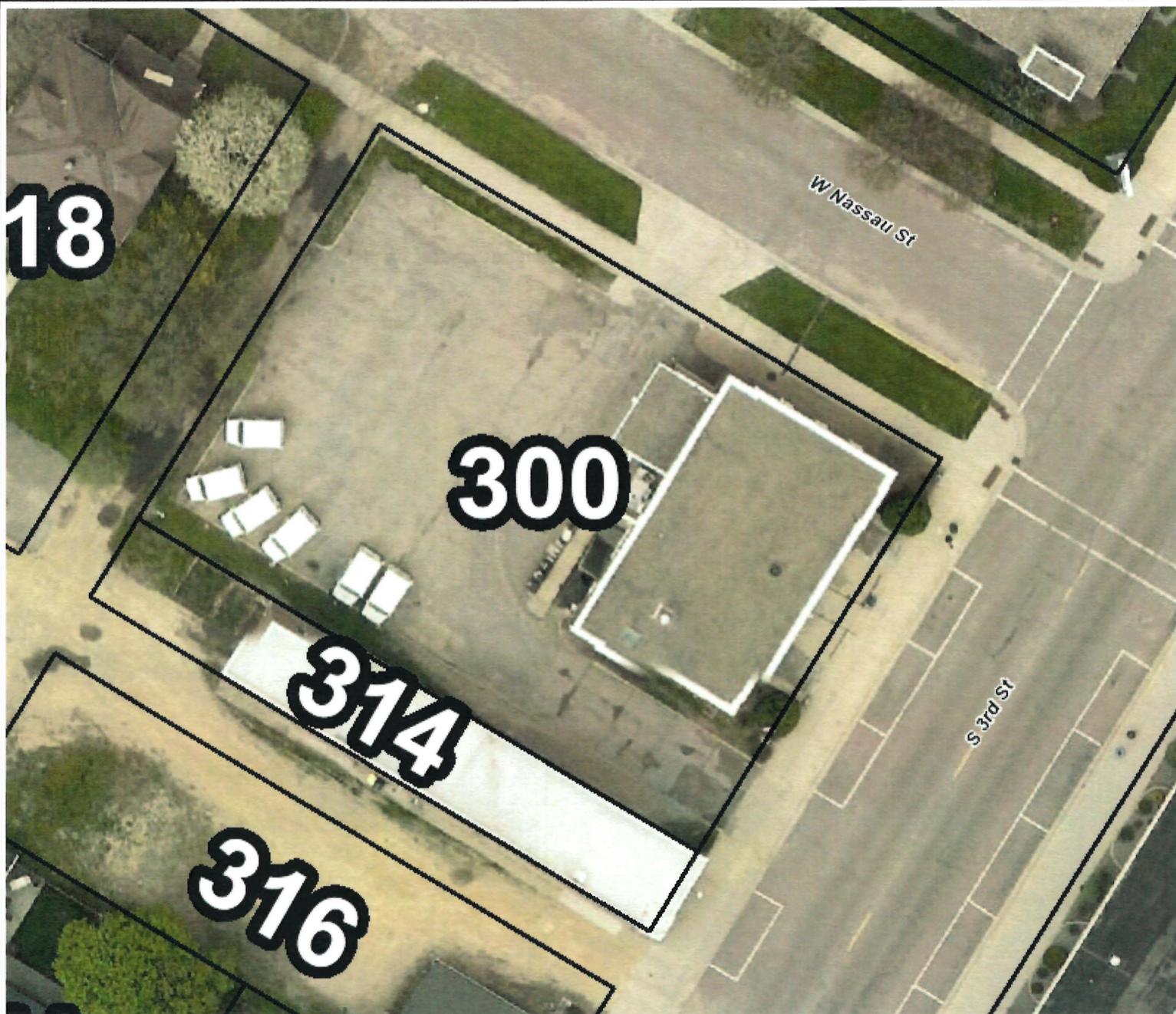
The RoboBros will be presenting the Project portion of the program to you. This year's theme is called City Shaper. FLL teams are asked to identify a problem with a building or public space in their community, design a solution, share their solution with others, and then refine it. The team has chosen to address the lack of handicap accessibility at the St. Peter post office. Their proposed solution is to build a ramp to make the post office accessible.

Note that we are not seeking approval for our project from the City Council at this point. The team will share their presentation and would love to hear your feedback and questions.



The RoboBros team is part of Saint Peter Area Robotics (SPAR). SPAR is a non-profit organization that creates robotics teams for area youth in grades K-12. There are four levels of programs in the FIRST organization, and St. Peter has teams in all four levels, engaging 40-50 youth each year.





Legend

- Street Names - Small
- County Boundary
- City Limits
- Railroad
- Parcels (1-24-2019)
- Stpe_Cty19_3inch.sid
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

Map Name



Disclaimer:
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein contained.

