Anoka City Hall, Council Worksession Room, 5:00 p.m.

Monday, October 17, 2016

I. **Call to Order**

II. **Roll Call**

III. **Approval of the August 16, 2016 Regular Meeting Minutes**

IV. **Public Forum**

V. **Old Business**
   A. National Register Plaques Project (grant update)

VI. **New Business**
   A. Washington School Interpretive Sign Project
   B. Annual Historic Preservation Awards
   C. Annual HPC Report for Minnesota Historical Society

VII. **Committee Reports**
   A. Sandwich Board Committee
   B. Home and Garden Tour Committee
   C. Tourism Committee
   D. Historic Vignette Committee

VIII. **Miscellaneous**
   A. Other staff updates
      - Sandwich board sign order
      - Reminder of Joint Meeting 10/18/16 at 5:30 p.m.
      - HPC escrow account balance
      - HPC term expirations
      - Expansions of historic districts
      - Historic pump house #1
   B. Next meeting will be on November 9, 2016 at 5:00pm in the City Council Chambers (televised)

IX. **Adjournment**

Minutes of the
Heritage Preservation Commission (HPC)

Held at 5:00 p.m., August 16, 2016
Committee Room, Anoka City Hall

I. **Call to Order** Vice Chair Nigh called the regular meeting to order at 5:05 p.m.

II. **Roll Call**
Members present: Peg Flaig, Tim Nigh, Cory Rahn, Barb Thurston,
Members absent: Chairperson Bart Ward, Colleen Hansen, Jake Collin,
Staff present: Clark Palmer, Associate Planner

III. **Approval of Minutes**

MOTION MADE BY COMMISSIONER THURSTON, SECONDED BY COMMISSIONER FLAIG TO APPROVE THE JUNE 14, 2016, REGULAR MEETING MINUTES. MOTION CARRIED 4-0.

IV. **Public Forum**
No public comment(s)

V. **Old Business**

A. **National Register Plaques Project (complete)**
Associate Planner Palmer provided a final update on the completed project.

Mr. Palmer reviewed what was done by staff to organize a dedication ceremony held at the Woodbury House on July 22nd, the creation of an event flyer, press release, and walking tour packet. Mr. Palmer asked if anyone had any comments on the project.

Commissioner Thurston asked about the cost of hiring a contractor to place 2 wall mounted plaques on private property. Mr. Palmer advised the cost was over $100 but less than $200.

Commissioner Thurston asked who incurs the cost, the HPC or the City. Mr. Palmer advised that the HPC approved a motion at the last regular meeting in June to pay for the cost of the wall mounted plaques, but that commissioners did, at that time, entertain the idea of limiting that approval to a cost not to exceed $200.

DRAFT

Commissioner Thurston asked how much money was in the HPC account. Mr. Palmer said he would check on that and update the Commission at the next regular meeting.

The Commission discussed the idea of adding project information and related documents on the city's website. Mr. Palmer said he would start working on that.

B. **Expansion of Historic Districts**

Associate Planner Palmer led a discussion regarding the possible expansion of historic districts in the City of Anoka. The Commission reviewed a map created by Mr. Palmer and discussed specific properties that surround the current districts. The focus of the discussion was on properties surrounding the Christian Hill Historic District.

Commissioner Thurston said she had talked to the owner of the Anoka Post Office building, Jim Abler, and that he was interested in becoming part of the Christian Hill Historic District.

The Commission discussed how they might gather interest in property owners becoming part of the historic district. Hosting a future neighborhood party with general information and talking points prepared was discussed.

How to address people's concerns over any additional regulations that might be imposed was discussed.

Trying to avoid including noncontributing structures and properties owned by individuals who do not want to be part of the historic district was discussed.

Commissioner Thurston asked if the HPC needed to obtain signatures of interested parties who want to be in the historic district. Mr. Palmer reviewed and read the criteria for the local designation of a historic district as it is written in City Code. Mr. Palmer advised that a report by staff should be written and provided to the HPC before the petitioning of residents. The focus of the report is to identify areas of interest, detailed information on properties, and a narrative on how these properties further contribute to the historic district.

Commissioner Thurston noted that background research had already been completed for the Anoka Post Office, Masonic Lodge, and Colonial Hall. She suggested starting with these properties and a few additional properties along Monroe St. Vice Chair Nigh thought the area Commissioner Thurston had suggested starting with was too small. Commissioner Flaig agreed.

The Commission asked Mr. Palmer to start researching properties at the north end of the Christian Hill neighborhood and provide an update at the next meeting.

DRAFT

VI. **New Business**

A. **Anoka Historic Pump House #1**

Associate Planner Palmer led a discussion on the item. Mr. Palmer summarized MnDOT's plan to research and analyze a possible grade separation for the at-grade railroad crossing along N Ferry St near the historic pump house. Mr. Palmer reported that there were no plans at this time to bring the wells at the site back online, and the project will likely affect the historic site.

Mr. Palmer said the City Manager had asked the HPC to provide comments on the proposal and think about what the pump house could be repurposed for. The Commission discussed different options for repurposing the building. Commissioner Flaig suggested maybe a wedding hall as a proposed use.

Mr. Palmer asked if the HPC was interested in touring the building. Commissioners said they were interested and requested that Mr. Palmer set up the tour at a time that works best for everyone. Mr. Palmer said he would work with the Public Services Superintendent to get the tour scheduled.

VII. **Committee Reports**

A. **Sandwich Board Committee**

The Commission reviewed and discussed the current list of persons who have expressed interest in receiving either a replacement or new sandwich board sign.

It was discussed that an order for multiple signs needs to be placed with the sign company in order to keep costs low.

B. **Home and Garden Tour Committee**

Commissioner Thurston and Commission Flaig led a discussion on the results of this year's Home and Garden Tour. The Commission summarized what was done by members. The proceeds gained from the project was discussed.

C. **Tourism Committee**

No report.

D. **Historic Vignette Committee**

No report.

VIII. **Miscellaneous**

Associate Planner Palmer said that Lisa LaCasse has asked to set up a joint meeting between the Park Board, HPC, and EDC to review and discuss the concept plan for the West Rum River Trail. He said the tentative date for the joint meeting is October 18 at 5:30 p.m. or 6:00 p.m.

DRAFT

Commissioner Thurston proposed creating an Anoka City Register of historically significant properties in the City. Vice Chair Nigh agreed that this is a good idea.

Commissioner Rahn said the City's website should include documents and information on the National Registry properties in the City. He pointed out the "Anoka History" tab on the website under "About Anoka" as a good place to create the information page. Other commissioners agreed. Mr. Palmer said that was a good idea and would start working on that.

IX. **Adjournment**

MOTION TO ADJOURN BY RAHN AND SECONDED BY FLAIG. MEETING ADJOURNED AT 6:54 PM. MOTION CARRIED 4-0.

DRAFT

STAFF REPORT

ITEM

National Register Plaques Project (Grant Update)

BACKGROUND

Staff submitted the final grant report to the Minnesota Historical Society (MHS) on June 30th. Staff was notified by MHS on September 29th that "the project is complete and meets grant program standards." MHS records show expenditures fell short of the $10,000 grant award by $580. This is consistent with what was provided to MHS in the final grant report. Included in your packet is a copy of the final grant report submitted to MHS. See the "Budget: Reporting Actual Project Expenditures" section on page 3 of the report. Unspent funds must be returned. Once those funds have been returned, the grant will officially be closed. Once closed, the HPC is eligible to pursue additional grants through MHS.

COMMISSION ACTION REQUESTED

1) Motion to approve a payment of $580 to MHS from unspent grant funds.

Clark Palmer
Associate Planner

From: melinda.hutchinson@mnhs.org on behalf of State Grants
To: Clark Palmer
Subject: Grant 1409-05210 to be closed
Date: Thursday, September 29, 2016 11:02:09 AM

September 29, 2016

Clark Palmer
cpalmer@ci.anoka.mn.us
City of Anoka

RE: National Register Interpretive Historical Markers
G-MHCG-1409-05210

Dear Clark Palmer,

Thank you for submitting a completed final report for your Minnesota Historical & Cultural Heritage Grant.

Staff members note that the project is complete and meets grant program standards. Our records indicate that the grant expenditures fell short of the grant award by $580. Please send a check to my attention made out to MNHS for the unspent funds. Once we receive them, your grant officially will be closed.

If you have any further questions or concerns, feel free to contact me.

Respectfully,

Melinda Hutchinson
melinda.hutchinson@mnhs.org | 651.259.3459

MINNESOTA HISTORICAL SOCIETY

MHCH FINAL REPORT

City of Anoka | G-MHCG-1409-05210
$10,000.00 | MN Historical and Cultural | Approved
Due On: 6/30/2016

Status	Approved

Be sure to complete and save the entire report. Remember to submit the report when it is complete. The submitted report will be returned if it is incomplete or requires additional information. The project director will receive an email notification if the report is returned. See note in the yellow shaded section at bottom of page for details about the returned report.

Answer all the following questions as thoughtfully and succinctly as possible.

- Upload an electronic copy of the project product in the Report Documents section at the bottom of the page. Project products are specified in the grant agreement.
- Submit as many photographs as necessary to show completed work.

PROJECT PERIOD

Date project work started:	12/2/2014
Date project work completed:	6/9/2016

REPORT NARRATIVES

Completed Work:

Research and drafting of marker text was completed by the Anoka County Historical Society prior to the grant award. Grant funds were not used to pay for preliminary research.

Completed work:
Design, edit, and finalize marker text
Obtained quotes from multiple sign companies for the production and shipping of the markers. Selected Interpretive Graphics sign company for the work.
Review and approve final marker text and design prior to production.
Coordination with property owners for marker placement and mounting.
Received plaques; unpacked and proofread for accuracy.
Coordination with HPC members to select placement locations and the preferred method of mounting (i.e., pole vs. wall) for public sites.

Scheduled installation with Public Services staff, private contractor and private property owners. Installed each of the 9 markers.

Work yet to be completed (not part of workplan):
We have a dedication event scheduled for July 22nd at the Woodbury House. Please see the attached draft event flyer and press release.

Has your organization met all the conditions of the Grant Agreement, submitted all required Milestone/Condition Reports, and received approval on the submissions?

Choose yes or no. No

If you answered no, please explain below.

We ran 8 days late on the completion deadline for mounting 4 of the 9 National Register markers. 5 pole-mounted markers were installed before the completion date in May. We had issues with our Public Services staff having liability concerns about wall-mounting 4 of the plaques on private property. So Public Services staff used a private contractor to install the wall-mounted plaques. The wall-mounted plaques were installed on June 9th, 8 days after the work was supposed to be completed.

Contractors/Consultants:

Anoka County Historical Society
2135 3rd Ave
Anoka, MN 55303
(763) 421-0600
http://anokacountyhistory.org/
rebecca@anokacountyhistory.org

MG Painting Service LLC
9452 Yucca Lane
Maple Grove, MN 55369
763-286-4030
phansonmg@embarqmail.com

Enter the number of program hours worked by newly hired staff paid for with grant funds:	0
Enter the number of program hours worked by existing part-time staff paid for with grant funds:	0
Enter the number of vendors/consultants/ contractors who worked on the program (non staff)	2

Changes to Original Workplan:

We contracted with MG Painting Service LLC to mount some of the markers on private property at a cost of $180. However, these markers were installed after the completion deadline, on June 9th. City of Anoka Public Services staff mounted the other plaques. This means of the awarded $900 for mounting and installation, some funds were not used and a portion ($180) was used after the completion deadline. Therefore we may owe back some or all of the grant funds for mounting/installation.

Measurable Outcomes:

Yes, our targets were achieved. The markers contain interpretive text focusing on the historical and architectural significance of the National Register properties and allow for the public to immediately identify and understand the significance of these sites and their relation to the greater Anoka history. The placement of these markers help us meet our short- and long-term evaluation metrics by serving as a short-term identification and preservation tool, but also as a long-term educational and preservation tool by inspiring individuals to think about other historic resources that may need designation and protection.

Enduring Value:

The markers contain interpretive text focusing on the historical and architectural significance of the National Register properties that will inspire future generations to see value in and promote heritage preservation. This will further contribute to the setting of new goals and initiatives that forward heritage preservation efforts for future generations.

Final Report Additional Comments:

The project was challenged by staff turnover. The project was managed by 5 different city staff members over the course of 1 year. The original program director abruptly quit in early 2015; for a period of time the Economic Development Manager took over the project; then they hired a new Senior Planner who was let go in late 2015; they hired a new Associate Planner who took over the project in late 2015; then they hired me, Clark Palmer, Associate Planner, and I took over the project in February of 2016. This caused the project to get delayed several times. It also caused me difficulty in researching what had been done by each person. I had to dig through many files to locate needed documents for the project and final report. I was, however, able to successfully find all the information I needed, but it was a challenge and further contributed to delays in getting the project completed on time.

BUDGET: REPORTING ACTUAL PROJECT EXPENDITURES

Report the actual project costs in the table below. Use the line items from the approved project budget in your grant agreement.

All final reports must include a completed budget table showing actual expenditures for all grant project expenses. For grants larger than $10,000, financial documentation for project costs (e.g., receipts, invoices, etc.) must be submitted with the final report. Upload this information to the Report Documents section at the bottom of the page.

	Budget Item	Expenses Paid by Grant	Cash Match	In-Kind Match
Item 1	Bronze plaques and posts	$7,234.00	$0.00	$0.00
Item 2	Historical marker for bridge	$2,006.00	$0.00	$0.00
Item 3	Installation and materials	$180.00	$0.00	$0.00
Item 4	Design and Publication Fees			$560.00
Item 5				
Item 6				
Item 7				
Item 8				

	Budget Item	UPLOAD FINAL REPORT DOCUMENTS HERE	Cash Match	In-Kind Match
		Paid by Grant		
Item 9				
Item 10				
Item 11				
Item 12				
Item 13				
Item 14				
Item 15				
TOTALS		$9,420.00	$0.00	$560.00

REPORT ATTACHMENTS

Use the Report Documents section below to upload item/s from your computer to your final report. Be sure to include photographs, electronic copies of project products specifed in your grant agreement, and financial documentation of project expenditures (e.g., receipts, invoices, etc.) if your grant is over $10,000.

Click on the green + to locate the items to be uploaded. Then click the Add Files button on the lower left to find the files on your computer. Once you have added the files to be uploaded, click on the Start Upload button to upload the files. Wait until the status shows 100% before closing.

Do not upload .ZIP files or folders.

UPLOAD FINAL REPORT DOCUMENTS HERE
Interpretive Graphics Quote.pdf Added by Clark Palmer at 3:19 PM on August 11, 2016
Inv_1928_from_MG_PAINTING_SERVICE_LLC_11608.pdf Added by Clark Palmer at 3:19 PM on August 11, 2016
Paid Invoice 1-11-16.pdf Added by Clark Palmer at 3:19 PM on August 11, 2016
Paid Invoice 2-4-16.pdf Added by Clark Palmer at 3:19 PM on August 11, 2016

UPLOAD FINAL REPORT DOCUMENTS HERE

Grants Acceptance Contract.pdf

Added by Clark Palmer at 11:28 AM on August 11, 2016

National Register Location Map.pdf

Added by Clark Palmer at 5:08 PM on June 30, 2016

RFQ.pdf

Added by Clark Palmer at 5:08 PM on June 30, 2016

Draft Press Release.pdf

Added by Clark Palmer at 4:25 PM on June 30, 2016

Draft Flyer.pdf

Added by Clark Palmer at 4:25 PM on June 30, 2016

HPC National Register Plaques Text.pdf

Added by Clark Palmer at 4:23 PM on June 30, 2016

Woodbury House.JPG

Added by Clark Palmer at 4:19 PM on June 30, 2016

Woodbury House.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

Windego Park.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

Tichnor House.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

UPLOAD FINAL REPORT DOCUMENTS HERE

Shaw-Hammons House.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

Old Post Office.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

Mississippi River Bridge.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

Kline Sanitarioum.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

Jackson Hotel.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

Colonial Hall and Masonic Lodge.JPG

Added by Clark Palmer at 4:18 PM on June 30, 2016

RETURNED REPORT INFORMATION

Reason for Returned Final Report:

7/7/16: Please verify the start date of the project and when work occurred. Our records indicate that the project was authorized to begin on 12/5/14. Work done prior to the authorized start date is not eligible for grant funding. To your note about some of the work occurring after June 1--as long as the work was completed by June 30, which was the final report due date and the expiration date of the grant funds, then that work can be considered for funding. Thanks, Melinda Hutchinson, Grants Office

Grantee notes to MHS Grants Office Staff (optional)

8/11/16: Since work on the project had already began previous to the grant award, the start date of the project used in the final report was the date the Grant's Acceptance Contract was signed (12-2-2014). Grant funds were not used for work completed prior to the grant award. Attached are invoices paid with grant funds.

Timeline:
12-2-2014: Grant Acceptance Contract signed
1-5-2015: right of way permit submitted to MnDOT
3-12-2015: right of way permit approved by MnDOT
4-2-2015: RFQ for sign companies sent

4-7-2015: quote received from sign company (Interpretive Graphics)
10/5/2015: text revisions
12-3-2015: color sample approved
12-9-2015: layout proof approved for Mississippi River Bridge sign
12-16-2015: invoice received for layout, fabrication and shipment of 8 plaques
12-16-2015: invoice received for layout, fabrication and shipment of Mississippi River Bridge sign
1-11-2015: invoice paid for 8 cast bronze plaques
2-4-2016: invoice paid for Mississippi River Bridge sign
5-31-2016: 5 pole mounted plaques installed
6-22-2016: 4 wall mounted plaques installed
6-23-2016: 9 of 9 signs installed

Additional Report Comments:

STAFF REPORT

ITEM
Washington School Interpretive Sign Project

BACKGROUND
With the completion of sign project for Franklin Elementary School, the Commission has expressed interest in continuing with the creation and placement of interpretative historic signs at other schools in Anoka. It was previously mentioned that the Commission may like to begin with Washington School. This would involve performing historical research on the school and drafting language for the sign. Staff is seeking guidance from the Commission on the project. Included in your packet is a site map of the school.

COMMISSION ACTION REQUESTED

1) None (discussion purposes only).

Clark Palmer
Associate Planner

Washington School Site Map

Aerial Photo: Flown Spring of 2014

STAFF REPORT

ITEM
Annual Historic Preservation Awards

BACKGROUND

Annually the Heritage Preservation Commission (HPC) recognizes commercial and residential properties in the City that exemplify historic preservation through restoration and/or remodeling of a building or home. Last year, the HPC chose the following buildings to grant Heritage Preservation Awards to:

Commercial Historic Preservation Award: John Becker, 2015 2nd Avenue.

Recognition of Upgrades to Building and Historic Business Award: Main Motor Sales Company, 435 West Main Street.

Residential Historic Preservation Award: Erik & Amanda Skogquist, 314 Monroe Street.

Staff is seeking direction on properties the HPC would like to consider as good candidates for this year's awards.

ACTION

None (discussion purposes only)

Clark Palmer
Associate Planner

STAFF REPORT

ITEM
Annual HPC Report for Minnesota Historical Society (MHS)

BACKGROUND
Heritage preservation commissions in the State of Minnesota are granted their authority by state enabling law (2016 MN Statute, 471.193 Municipal Heritage Preservation). The law details powers granted to heritage preservation commissions. The law also requires that heritage preservation commissions regularly communicate with the state historic preservation officer. The law states, "By October 31 of each year, each commission shall submit an annual report to the state historic preservation officer. The report must summarize the commission's activities, including designations, reviews, and other activities during the previous 12 months."

Included in your packet is the most recent report staff could locate, sent to MHS in 2014. Staff intends to complete and submit the report by October 31, 2016. Staff is seeking guidance from the Commission on what activities from 2016 should be included in the report.

COMMISSION ACTION REQUESTED

1) None (discussion purposes only).

Clark Palmer
Associate Planner

Annual Report 2014

The Heritage Preservation Commission continues to be involved in the City as a key arm in preserving the City's heritage and documenting history. The HPC met monthly with one meeting (November 12) that was cablecast in the Council Chambers.

Highlights for 2014

Some key highlights for 2014 are:

Home and Garden Tour —10 homes and garden were featured. 2014 marked another great year with over 400 tickets sold and the HPC raising $3,000 to be used on HPC projects. Planning has begun for the 2015 Home and Garden Tour in the Dunham Oaks neighborhood.

Sandwich Board Signs—six historic houses were recognized in Anoka.

- 334 Monroe Street (1857)
- 531 Washington Street (1934)
- 759 Cross Street (1890)
- 1515 4th Avenue (1947, pictured left)
- 1801 2nd Avenue (1892)
- 1852 5th Avenue (1917)

John Ward

Historic Park Plaques—the HPC collaborated with the Park Board to create three plaques for parks named after local individuals key to the history of Anoka—Rudy Johnson Park, George Green Park, and John Ward Park. Three more will be completed in 2015.

National Register Interpretive Plaques—City awarded a $10,000 grant from Minnesota Historical Society to fund nine National Register Interpretive Historic Markers.

Supported preservation projects in the City of Anoka—Restoration and reuse of the Woodbury House, house at 210 Monroe Street, and historic sign and bench installation in honor of Carl and Leola Bonnell.

Carl and Leola Bonnell Memorial— Community members, city officials and members of the Bonnell family gathered along the Rum River in June 2014 to officially dedicate a piece of land donated to the city of Anoka.

Photo courtesy of the Bonnell family and Anoka County Union

Woodbury House reuse—the City leases the Woodbury House to Mad Hatter Tea Room and this historic, magnificent building is preserved to its grandiose luster. Grand opening celebrated in May 2014.

As you view the list of accomplishments, this year in particular there was private investment on several occasions initiated to support historic preservation and history education in the City. The Heritage Preservation Commission will continue to educate, promote, and support historic preservation in Anoka.

What's Coming In 2015

2015 HPC Goals

1. Complete storyboards for Franklin and Washington School and collaborate with the Park Board to create historic park plaques in Bob Ehlen Park, Bonnell Fields, and Gray Ghost Park. Complete interpretive historic markers for properties on the National Register of Historic Places.

2. Work on continuation of Historic Vignettes, heritage preservation awards, sandwich boards, and Home & Garden Tour.

3. Explore opportunities to increase tourism with historic landmarks ie. create a walking tour brochure, develop QR codes.

4. Engage interested property owners who want to be part of the expansion of two locally designated historic districts in Anoka—Van Buren (Swede Town) and Christian Hill Historic District.

5. Pursue research for preservation projects—Weirs and Stone House