

Special Meeting Minutes: West Hills Commission

Date: February 15, 2023

Location: Owatonna Arts Center

Board Members	Present	Absent	Other Attendees	Present	Absent	Others Present
Jan Tippett, Chair	X		Staff: Mary Jo Knudson	X		
Nancy Vaillancourt, VC	X		Staff: Aaron Fitzloff	X		
Carol Zetah	X		Anne Peterson, committee member/presenter	X		
Dan Gorman	X		Joni Hubred, Steele Co. Times	X		
Arlan Burmeister		X	Silvan Durben, OAC	X		

Topic/Item

Summary of Discussion

Action

A special meeting was called by Chair Jan Tippet at the request of commissioner Nancy Vaillancourt. Notice was given to the public Friday, February 10 in the City's weekly meeting posting.		
Call to Order	Called to order at: 12:00 p.m.	Tippett
Item 1 – Discussion of Council Chambers renovation	Aaron gave an update referring to a recent newspaper article that the project was already \$9,000 under budget. This was due to two change orders before work begins. The scheduled start is April 1, 2023, with a groundbreaking ceremony on April 4. Things are currently in the submittal stages and approving drawings. The project is scheduled for completion September 1, 2023.	Fitzloff
Item 2 – Discussion of history timeline and display in the chambers	<p>Nancy & Anne shared the background to the project they have been working on. SHPO recommended history showing how the chambers once looked. A three-sided history display is planned for the corner of the room when walking in from the outside area. They shared an original drawing of the 1892 <i>Amusement Hall & Chapel</i>. The original stage was on the opposite end of the chambers and then moved to its current location after the 1904 fire.</p> <p>They are documenting current conditions with photographs for future reference.</p> <p>Anne submitted a \$14,850 grant pre-application to Minnesota Historical Society to assist with costs for the historical display. She intends this to be a cooperative effort with the Steele County Historical Society and the City.</p> <p>Nancy emphasized the focus of the display would be <i>why</i> Owatonna was chosen for the school and then how it evolved to become City Hall. The display will take on a timeline presentation.</p> <p>Certain items are to be saved prior to demolition. Nancy provided Aaron with that list.</p> <ul style="list-style-type: none"> • Three wood & metal coat racks in the room • The stage curtain (for part of the display) • Metal grates for ventilation (base of the stage and a larger one higher) 	Vaillancourt & Peterson
Item 3 – Letter to SHPO giving the commission's approval of historical display	<p>The architect is working on a letter to possibly include an opinion by the West Hills Commission.</p> <p>A motion was made by Gorman, seconded by Zetah to approve the historical work so far an to include the information in the letter to SHPO via meeting minutes.</p>	Vaillancourt Motion: Gorman Second: Zetah Ayes Unanimous
Item 4 – Name recommendation for new area	<p>Nancy & Anne gave a background to the group of Charles S. Crandall, the "Father of the State Public School"</p> <p>A motion by Zetah, seconded by Vaillancourt that Crandall, and appropriate verbiage before or after be in the name.</p>	Vaillancourt & Peterson Motion: Zetah Second: Vaillancourt Ayes Unanimous

Closing	Some discussion followed regarding next steps – most likely a presentation at a City Council work session and then a Purpose Memo for the name approval. Additional meeting information included.	
Adjournment	Meeting Adjourned: 12:47 p.m. Next meeting April 20, 2023 at Owatonna Arts Center; lunch provided by: Nancy & Dan	Motion: Gorman Second: Zetah Approved