

**Columbus Historic Landmarks and Preservation Commission**  
**Regular Meeting Minutes**  
**Thursday, June 10, 2021**  
**3:30 PM - Community Center Building**

**July 8, 2021 - Elling made a motion to approve minutes from the June 10, 2021 meeting. Altschwager seconded it. Motion carried.**

**Attendees:**

**Beth Altschwager            Retta Kurth            Henry Elling            Ruth Hermanson**  
**Michael Thom            John Salzwedel            Jan Ulrich**  
**Council Liaison: Ian Gray (absent)**  
**Guests: Amy Jo Meyers, Matt Schreiber**

- 1. Call meeting to order:** John Salzwedel
- 2. Properly posted meeting:** Check.
- 3. Citizen Comments on agenda items:** None
- 4. Approve Agenda:** Motion to approve: Altschwager; Second: Ulrich; Motion carried.
- 5. Approve minutes from the May 20,2021 Special Meeting:** Motion to approve: Altschwager; Second: Hermanson; Motion carried.
- 6. Treasurer Report-Attached:** Motion to approve: Kurth; Second: Hermanson; Motion carried.
- 7. Old Business:**
  - A. Pavilion Window Restoration Project – sash pulls:** Salzwedel reported that the sash pulls are coming and he will be replacing them. Hermanson will forward Commissioners with progress photos of the installation of the windows.
  - B. June 8 Council Meeting – CHLPC Façade Improvement Grant, Rest Haven Bathrooms, CLG Grant:** Salzwedel & Hermanson represented CHLPC and sought approval to go ahead with the listed projects:
    - 1) HLPC Façade Improvement Grant:**

City Attorney will pass a resolution for Council to delegate CHLPC authority to carry out their projects for the Façade Improvement Grant. Final approval by Council expected June 22, 2021.
    - 2) Rest Haven Bathrooms:**

Salzwedel spoke about CHLPC’s intentions of seeking architectural renderings and construction estimates for renovation of the bathrooms at the Rest Haven. CHLPC believes there will be more donation potential with the City backing this project.
    - 3) CLG grants:**

The CLG grant program prioritizes surveys, nominations, education, interpretation and HPC training.

Work with Schreiber to develop CHLPC Design Guidelines for property owners as a reference for when obtaining a Certificate of Appropriateness or applying for a CHLPC Façade Improvement Grant.

Another idea is to partner with the Tourism Commission to create a virtual tour of historic homes and buildings as well as other specific projects for the grants.

**C. Standard Operating Procedures for city council items – Amy Jo Meyers:**

A manual with Step-by-step guideline for all City Commissions when presenting subjects to Council.

**8. New Business:**

**A. Election of Officers / Signatories for HLPC accounts:**

Elling made a motion to nominate Salzwedel Chairperson. Altschwager seconded it. Motion carried.

Elling made a motion to nominate Hermanson Vice-Chairperson. Altschwager seconded it. Motion carried.

Kurth made a motion to nominate Thom Secretary. Elling seconded it. Motion carried.

Salzwedel made a motion to nominate Altschwager Treasurer. Kurth seconded it. Motion carried.

Altschwager made a motion to list Kurth, Salzwedel, and Altschwager as Signatories for F&M Union Bank accounts. Elling seconded it. Motion carried. Meyers will research CHLPC bylaws and address on next month's agenda.

**B. HLPC 2021 Meeting Schedule and Times:** Schedule distributed.

**C. Bills:**

**1) Thoughtful Craftsman, Phase Tree Window wrap up:** Altschwager made a motion to pay the balance of \$19,380.00. Hermanson seconded it. Motion carried.

**2) Amy Jo Meyers, HLPC Folders:** Hermanson made a motion to pay the \$19.98 out of the City's CHLPC supplies account. Elling seconded it. Motion carried.

**3) Receipt for Phase Three Window Project Class 2 Notification – for internal records:** Given to Ulrich for filing.

**D. Certificate of Appropriateness Form – review:** Meyers distributed packets of information regarding procedures, permits, and applications for project plans, signs, and Certificates of Appropriation for businesses in Columbus. Schreiber will review. It is his intent to include a link for COA application on the HLPC website.

**E. Pavilion Stairs – Discussion on Building Materials, schedule:** Following discussion, Elling made a motion to approve the plans for reconstruction of the exterior South Staircase using pressure treated lumber. Altschwager seconded it. Motion carried. Meyers will check on availability for scheduling.

**F. Rest Haven – Centennial Anniversary:** "2023" being a goal for completion of bathroom renovations. Ulrich sought approval to include information about the bathroom renovations/donations on her letter to businesses and sponsors for the 2022 Calendar. Will address on the July agenda.

**9. Council Liaison Report:** Gray absent.

**10. Adjourn:** Motion: Elling; Second: Thom; Motion carried. Meeting adjourned at 5:15 pm

Respectfully Submitted:

Retta Kurth, Sec.