

**Columbus Historic Landmarks and Preservation Commission
Special Meeting Minutes
Wednesday, September 21, 2022
City Hall, 105 North Dickason Blvd.**

The meeting was called to order by Chair Ruth Hermanson at 4:00 p.m.

Attendance: Present Commissioners Altschwager, Ulrich, Hermanson, Gilbertson, Nichols, Kaland and Elling.

Notice of open meeting: Chair Hermanson noted that the meeting agenda had been posted and distributed per State Statutes.

Citizen comments on agenda items: None.

Approve agenda: Motion by Altschwager, second by Nichols, to approve the agenda as posted. Motion carried unanimously.

Meeting to tour the CHLPC storage records at City Hall: The group reviewed the information available to the public and commissioners that is stored in the CHLPC office space, second floor of City Hall. The office contains several file cabinets and shelving units. A clipboard is available for sign-out/sign-in on any documents removed from the office. Identified categories include folders from former members, preservation resource books, supplies for CHLPC events and various certificate and recognition forms.

The file cabinet drawer titles listed as follows:

Cabinet #1:

- Past calendars
- Legal size files
- Slide collections from residents and former commissioner Arnie Weihert
- Large blank scrapbooks for future use

Cabinet #2:

- Files related to city businesses, commercial buildings, churches and municipal buildings
- Files for Historic Landmarks and Commission information
- CHLPC minutes, past purchase orders, and budget information
- Various historic preservation guideline / example booklets

Cabinet #3:

- Files related to City Hall/Firemans Park/ Water Tower
- Files related to organizations, people and walking tours
- Files related to Historic Districts
- Commission supplies

The group identified medallions for Historic District boundary identification and the need for a map to install the various medallions. The room included one sample medallion with bracket and thirteen (13) additional medallions without brackets.

Discussion on storage options: The group discussed the need for future work and study for public records storage and accessibility. They noted that additional calendars are stored in the City Hall basement and several hundred historic district tour books in the upstairs hallway.

Discuss scanning items into files for easy retrieval of records: The group asked to contact Kris Schumacher to determine what items had been previously scanned and the location of their digital records. They will also review this process and potential costs at a future meeting.

More filling cabinet or other storage needed: The group agreed that no additional storage cabinets or shelving are needed at this time.

Next Meeting date Wednesday, October 12, 2022 at 4:00 p.m.

Motion by Altschwager, second by Nichols, to adjourn at 5:15 p.m. Carried Unanimously.

Respectfully submitted, Henry J. Elling, CHLPC Secretary