



# City of Afton

## HERITAGE PRESERVATION/DESIGN REVIEW COMMISSION MEETING AGENDA

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Wednesday, December 11, 2024

6:00 P.M.

3033 St. Croix Trail  
Afton, MN 55001

### AGENDA

**1. CALL TO ORDER**

**2. ROLL CALL**

\_\_\_\_\_ Chair Edwards  
\_\_\_\_\_ Vice Chair Livingston  
\_\_\_\_\_ Commissioner Bolton-Iverson  
\_\_\_\_\_ Commissioner Vujovich  
\_\_\_\_\_ Commissioner Thomas

**3. APPROVAL OF AGENDA**

A. Approval of Agenda for December 11, 2024 meeting

**4. APPROVAL OF MINUTES**

A. Minutes of the October 9, 2024 Meeting

**5. BUSINESS**

A. Clarification of Contact Person(s) and Assistance Available from the Afton Historical Society regarding Historical Sites

B. Walking Tour QR Code Project Update

- a. New draft with short intro, 10 sites & photos (Kate)
- b. Final costs
  - 10 metal signs (10 QR codes) and 20 window clings (1 QR code)
  - \$1,017.00 total

C. SHPO Grant: Bronze Plaques Project Update

- a. Award amount update (Ron)
- b. Log hours: 75 hours needed
  - Please bring your total hours to the meeting so we can have a running total
- c. Next Steps (Kate)

**A quorum of the City Council or Other Commissions may be present to receive information.**

## Minutes, HPC, October 9, 2024, 6pm

### 1. CALL TO ORDER 6:10pm

### 2. ROLL CALL

Yes \_\_\_\_\_ Chair Edwards  
 Yes \_\_\_\_\_ Vice Chair Livingston  
 No \_\_\_\_\_ Commissioner Bolton-Iverson  
 No \_\_\_\_\_ Commissioner Vujovich  
 Yes \_\_\_\_\_ Commissioner Thomas

### 3. APPROVAL OF AGENDA

A. Approval of Agenda for October 9, 2024 meeting: Livingston; Thomas; pass

### 4. APPROVAL OF MINUTES

A. Minutes of the September 11, 2024 Meeting: Livingston; Thomas; pass

### 5. BUSINESS

#### I. Plaque Project Update

##### a. Use of historic building names on bronze plaques

Jacob communicated with Afton Inn; agreement on historic name; they would like to see an image of the bronze plaque with “Cushing Hotel” on it (no “the”).

d. Log hours: 75 hours needed: 1 hour for Jacob

#### II. Walking Tour QR Code Project Update

##### a. Suggestions from Leslie (AHS) and final text

Jacob sent Leslie the HPC draft of the walking tour updates for the AHS paper brochure asking for AHS to review and let us know when new brochure is ready. Leslie sent an email to Ron and Jenny on Sept 17<sup>th</sup> that said “the timing is not right for me to take on the Museum liaison role with Afton’s HPC.” Ron wondered if AHS would still be open to receiving files to review or if Leslie will be the AHS contact person for HPC. Jacob will email Leslie and ask.

Ron had emailed Leslie to ask for a separate file for the walking tour map. She responded that Laura (museum volunteer) had scanned it and sent it to Kate. Kate received scans of the old and new brochures, but we needed just the map file to get enough detail to use for the online site. We discussed using a modern map. Jill suggested a google map with pins for markers.

Jill also wondered if the AHS interpretive plan would include fonts and colors? If so, we could be consistent on signs and website with those. There was a question if AHS would share their interpretive plan or make it public.

Since we don’t have the map file and Leslie indicated she cannot liaison right now, we discussed other options. We’ve been meeting with and email materials to AHS since January and incorporating their suggestions so that the online and paper brochure would match with all the designated historical sites plus the sites AHS originally included on the walking tour. The paper file has gotten very long and we haven’t gotten confirmation from AHS that they approve of this longer version. We wonder if it will actually fit on the paper brochure size.

We agreed to go back to the original idea of highlighting a select number of sites with a photo and story: the 10 local and federal historic sites with just a brief introduction

similar to Stillwater and the other towns that are part of Matt's HistorySpots project. Kate will bring a draft to the next meeting for review.

- b. How it will appear on the website (map/text/photos)  
Kate showed updated sample site (power point)  
We discussed and agreed to add a 10<sup>th</sup> QR sign at the flood pump site along the walking/bike path with a story about flooding and the bus with log that people signed in.

- c. Final costs for metal signs and window clings

\$55 project set-up fee

\$450 = 10 x \$45 each 10x10 metal sign

\$132 = 20 x \$6.60 each 5x5 window (single QR code)

\$280 = 10 x \$28 each metal sign different QR codes fee

\$917= subtotal

\$100 Graphic designer files to send to sign maker (increased due to unique codes)

**\$1017 = Total**

- d. Metal sign sites – see above: added a 10<sup>th</sup> site.

### III. Annual SHPO Conference (Kate)

#### A. 2026 National conference in Minneapolis: July 22-26

- i. Multiple members can attend from each city and get the scholarship
- ii. Can also present

#### B. Minnesota Main Streets: an initiative to promote economic development for small towns with historic preservation: “walkable hubs of commerce and history.” Kate gave brochure to Jill.

#### C. Kate attended conference in Red Wing

- i. Red Wing turns out to be a major indigenous area with burial mounds everywhere
- ii. Successful collaboration between the city, Prairie Island Indian Community, and MN State University (Mankato): “Memo of Understanding” that is a communication plan to preserve and manage indigenous resources.
- iii. Kate also took a tour of the buffalo at PIIC

### 6. Adjourn Thomas; Livingston 7:10pm