

****DRAFT** Meeting Minutes: West Hills Commission **DRAFT****

Date: October 6, 2020

Location: Owatonna Arts Center

Board Members	Present	Absent	Other Attendees	Present	Absent	Others Present
Jan Tippett, Chair	X		Staff: Mary Jo Knudson	X		Greg Kruschke, Comm. Dev.
Nancy Vaillancourt, VC	X		Staff: Aaron Fitzloff	X		
Kristy Thiel, Secretary		X	Tenant Rep: Pete Connor	X		
Earl Anderson	X		Museum Rep: Anne Peterson		X	
Dan Gorman	X		OAC: Silvan Durban	X		

Topic/Item	Summary of Discussion	Action
Call to Order	Called to order at: 12:01 p.m.	Jan
Approval of agenda	Approval of October 6, 2020 Agenda	Moved Forward w/o motion
Approval of minutes	Approval of July 7, 2020 Minutes	Motion: Dan Second: Nancy Approved
Persons Wishing to appear	None	
Permits to approve / Events at West Hills	Big Brothers/Big Sisters – Haunted Hills matching event October 27 th They have a social distancing plan in place.	Motion: Earl Second: Nancy Approved
Museum Board Report	All tours have been cancelled for the year. No fall event. City asked museum to be closed during the week to avoid contact with city employees. Open on the weekend by appointment or through Arts Center. C-11 volunteers are hesitant to return until the virus is under control. C-11 is open via appointment only. Jan asked about disinfecting after groups. Dan will relay the concern to Anne. Exploring virtual tour options.	Dan
Building & Grounds Report	Building Projects Update – roof is complete. City Hall sign installed over front steps & entry. 2021 – some planned projects may be different – additional sidewalks to connect the campus for safety purposes; rooftop units at WH Social Commons to be replaced, updated fire panel at Merrill Hall. Facility Assessment Update – 10 year plan for city buildings. \$73M in assets for buildings city-wide. 10-year needs of \$25M. Immediate need is WH City Hall - \$11M over two-years (unrealistic to budget at this point). Major projects are HVAC system of City Hall and Arts Center, Merrill Hall. Exterior work is budgeted over next five years for tuckpointing. Exterior, mechanical & energy efficiencies were top priorities. And efficiency repairs can provide rebates and leverage more dollars for these types of items. Central Trash Location – propose a central trash collection within the campus to minimize number of dumpsters (currently 6). Part of the issue is the enclosures. Another efficiency is recycling. It is picked up in cans every other week and staff takes weekly to Waste Management.	Aaron

	<p>Security is an issue for a centralized location as well. Discussion shall continue. A concern is garbage from non-tenants and enough recycling. Skylight outside of power plant is getting fixed by putting acrylic pieces to cover it up, and possibly add a railing around it to become part of the tour. This will be discussed at the January meeting.</p> <p>Dan asked about the potholes at the WHSC entrance. Aaron has requested this work to be done.</p>	
Owatonna Arts Center Report	<p>Gallery Exhibitions, Community Education classes are scheduled. They're mostly open. Some small events are being held. There will not be an annual Christmas show, no Santa or carolers. Maximum capacity is 120. Main room (cafeteria area) is 60 people.</p>	Silvan
West Hills Tenant Report	<p>Pete anticipates South Central Human Relations Center will leave, as they are putting up a new building. WeePals has a security system in place now.</p>	Pete
Unfinished Business	<p>A. Peace Pole – a subcommittee meeting was held, and after discussion of aesthetics, size, color and material; it was determined cost would be possibly \$10,000-15,000. The Exchange Club has chosen not to pursue the project at this time.</p>	Jan
New Business	<p>A. West Hills Lodge, the former Hospital for the orphanage is up for sale. The owner is Azule Opportunities in Northfield. The asking price is \$250K. SHPO stated sale of a contributing building does not affect the historical status of the campus or the listing. The federal listing does not prohibit what the owner does with the building nor does it have the authority to comment on the changes unless they are paid for by state or federal funds. Their perspective – private money is a private matter unless the building is going to be demolished and it requires an Environmental Assessment Worksheet. The national register is not concerned with the function of a property and Historic Preservation tax credits are often used regularly to change the use of a property.</p> <p>There have been several calls from interested persons. State statute requires after 180 days of vacancy building must be brought to code.</p> <p>Pete discussed WH Lodge becoming a place for underserved/homeless housing. He learned the 1979 resolution from the county lasted 30 years and whoever was the leasee of the property would become the owner. He does know of someone interested. Pete will keep the commission informed.</p> <p>Jan asked about contributed services where the owner does not have to pay utilities. Greg will check with OPU.</p> <p>B. The West Hills Campus is currently zoned R-1 Single Family Residential. This is not what it is being used for. The city wishes to rezone to commercial, including the county administration building and Southern Minnesota Initiative Fund. The city has the authority to rezone or do business in any zone as an essential service. The West Hills Commission endorses rezoning to Community Business District (B-2). Dan asked if there was a downside to being B-2. There really is not based on the ownership of the land currently (city and county own most, only Southern MN Initiative Foundation and WH Lodge are the only privately owned). Public bonding or financing could be difficult if it remained R-1.</p>	<p>MJ reported SHPO findings</p> <p>Greg reported updates & zoning</p> <p>Motion: Nancy Second: Dan Approved</p>

	<p>C. 2021 Meeting Dates are: January 5, April 6, July 6 & October 5</p> <p>D. 2021 Term Expirations include: Earl Anderson completing his third and final term, and Jan Tippett completing her first term. Please offer recommendations for new commissioners to Mayor Kuntz.</p>	<p>Motion: Dan Second: Earl Approved</p> <p>Information Item for consideration</p>
Comments		
Adjournment	<p>Meeting Adjourned: 1:06 p.m. Next meeting January 5, 2021 at Owatonna Arts Center; lunch provided by: Kristy</p>	<p>Motion: Earl Second: Nancy Approved</p>