

## AGENDA

**CITIZENS' ADVISORY COMMITTEE**  
**Wednesday November 17, 2021 - 7:00 P.M.**

**Mayor's Conference Room**  
**Maple Grove Government Center**

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### **A. Call to Order**

The CAC Chair is scheduled to call the meeting to order at 7:00 PM.

### **B. Approve Minutes**

CAC members will review and consider the CAC meeting minutes from September 15, 2021 as presented in Exhibit A.

### **C. Area Reports**

Members of the CAC have the opportunity to express questions, concerns, suggestions, and comments regarding items in their neighborhood or the community. The Area Report form is included in Exhibit B.

### **D. Historical Society Report**

An update will be provided on the Historical Society report, which was presented to the City Council at its November 1, 2021 work session meeting. The report is included in Exhibit C.

### **E. City Council Feedback on the CAC**

A discussion will be had about the CAC's on-going meeting status and schedule per feedback from the City Council at its November 1, 2021 meeting.

### **F. Other Business and Updates**

### **G. Adjourn**

# Exhibit A

## Maple Grove Citizens Advisory Committee

### Meeting Minutes

September 15, 2021

<b>Call to Order</b>	The September 15, 2021, Citizens Advisory Committee meeting was held online. Co-Chair Harry Kennedy called the meeting to order at 7:00 p.m.
<b>Members Present</b>	Leslie Bender                      Harry Kennedy                      Ted Lyons Lee Newman                      Karen Nickolauson                      Don Skoglund
<b>Members Absent</b>	Lorraine Gresser, Bob Joiner, Steven Maas, Stephanie Walvatne
<b>Others Present</b>	CAC Staff Liaison Mike Opatz
<b>Minutes</b>	Motion made and seconded to approve the minutes from the June 16, 2021, regular meeting and the minutes from the August 11, 2021, regular meeting of the Citizens Advisory Committee. Motion passed.
<b>Area Reports</b>	<p>General discussion about CAC member recent individual activities, such as electric bikes.</p> <p>Buckthorn - As parks and recreation staff were trimming trees along trail, CAC member Bender pointed out buckthorn to them and inquired about removal. Staff said that buckthorn is not their responsibility, and he should call Minnesota DNR regarding removal.</p> <p>Street reconstruction – right of way grass replacement—only permitted to do a certain amount of area seemed time consuming to patch areas rather than just rolling out a roll of sod.</p> <p>93<sup>rd</sup> Avenue and Larch – bike path used to go straight across County Road 30 and to the left of Larch Lane. T-intersection redone and riders have to go onto Larch and County Road 30 to get back on the bike trail.</p>
<b>Historical Societies Survey Response</b>	<p>Question asked about what council wants in a report. Similar to what was done for past projects. Have report come in CAC's word, not in council's or staff's. Report should convey CAC opinions, observations and recommendations.</p> <p>Share what was looked into; completed survey responses be an appendix. Doesn't have to be lengthy report (three to five pages).</p> <p>Does council want CAC to recommend location, weigh in on financial?</p> <p>What is the best way to present items to the community and preserve the historical items. One part of report could be assistance in inventory; another could be space usage and/or displaying items.</p>

Who is the historical society going to be in the future as the current group is primarily seniors? Who will take over the organization's leadership? Should the schools be involved?

Doesn't seem that the City Council is leaning towards a financial commitment to expanding the current historical society space.

Document the questions asked of other historical societies and share in report. Provide information to the council but would seem to be presumptuous to tell council what they should do regarding the historical society. Phrase the CAC findings as recommendations rather than ultimatums.

Members lean towards providing facts collected and sharing those with the council but not making recommendations.

Pierre Bottineau house brought up and that it now falls under the purview of Three Rivers Park District. That organization had the funds and space to secure the building. Brief discussion took place on the makeup of Three Rivers Park District; it is a separate entity.

Do the items collected reflect Maple Grove's history? Some societies are careful about what they collect as then it is their responsibility.

Suggestion made to create a summation/narrative of the committee's findings.

Right now the information is data and needs to be formulated into a report once the group gets a better idea of the format the council wants the information in.

Location, cataloging/indexing, historical significance, funding, staffing/volunteer, school interaction. Discussion tabled until Councilmember Barnett arrives at the meeting.

**Consideration of  
new members**

The time is coming for reviewing and considering overall city boards and commissions membership. There are a couple of CAC applications on hand, but later in the year is the city's usual time to recruit to secure new members and assess what current members are returning and where membership needs are. Discussion took place about the size of membership – around 15 members.

Community survey will be one item CAC will be working on. There could be a couple of meetings around that topic. Department updates to the group may also generate ideas. Suggestion made to learn more about recycling process, and possibly have a representative from the city Engineering Department and/or Republic Services at a meeting.

**Historical Societies Survey Response**

Start framing findings and create a summation. Council can draw their own conclusions.

The Maple Grove museum does not get enough visitors, so there is concern about location.

Brief discussion about the organizations that have volunteers vs. staff. Experienced staff needed to determine historical significance and standards for accepting and archiving items rather than that being done by volunteers. If items are taken in, then the organization is responsible for preserving it. In turn, those who provide items then want to see them on display.

Golden Valley has a commission that is dedicated to buildings and areas that need to be preserved.

The group suggested the following areas for the report:

- Location
- Funding
- Staffing (volunteer vs. paid)
- School interaction/outreach
- Artifacts/archiving
- Archival standards

Discussion took place on cultural appropriation/awareness and how that might be incorporated into the report.

Question was asked if a narrative accompanies the Maple Grove items on display. Brief mention about insurance for items, but it would be hard to do as the items cannot be replaced. Question asked if Maple Grove needs a historical society. The group does what they can do to keep a record of the past.

Mike Opatz was asked to pass on the six suggested areas for the historical society report onto Councilmember Barnett. Find out if the council wants a summation of findings as well as recommendations.

**Other Business and Updates**

The question was asked if there are any proposals/plans for what the new Community Center will look like. Discussion took place about LifeTime, and there is more competition in the fitness offerings in Maple Grove with several new businesses in the works.

The group conversed about the local option sales tax as well as Community Center usage.

Prior to the next meeting, CAC members will create bullet points of the information they gathered from their respective historical societies for the six areas for the report.

**Adjournment**

Motion made and seconded to adjourn the September 15, 2021, Citizens Advisory Committee. The meeting adjourned at 8:12 p.m.

Respectfully submitted,

Carol Morris  
Minute Secretary

## Exhibit B

### AREA REPORT Citizens Advisory Committee

*Please use this form to express your questions, concerns, suggestions, and positive comments regarding items in your neighborhood .*

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Report: \_\_\_\_\_  
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Report: \_\_\_\_\_  
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Submit your completed form to CAC Staff Representative at the monthly CAC meeting. Area Reports will be submitted to the appropriate City staff/department, and a response will be in a future CAC agenda packet.



## MEMORANDUM

**TO:** Mayor Steffenson and City Council Members  
**FROM:** Mike Opatz, CAC Staff Representative  
**DATE:** October 27, 2021  
**SUBJECT:** Review Historical Societies Report

### Situation Statement

The Maple Grove Historical Preservation Society (MGHPS) is seeking a physical expansion and modification of the Maple Grove History Museum, located at 9030 Forestview Lane N, Maple Grove, MN 55369. The Museum is part of the City of Maple Grove's Public Work's facility. The MGHPS is seeking that the City fund and manage the project construction.

The MGHPS is an IRS tax-exempt 501(c)(3) entity and is registered in the State of Minnesota as a charitable organization. They are registered as an Arts, Culture and Humanities entity. It is an all-volunteer organization.

MGHPS feels that the existing facility should be expanded in order to display all of their inventory at one time. The current museum is 2,000 square feet, which does not include storage space. City staff obtained a remodel proposal (dated 12/11/2020) that estimated the construction costs at \$696,000. However, since that proposal date, construction costs have been rising.

The primary question for the Maple Grove City Council is as follows:

- Is it in the best interest of the City to fund this project or are there other considerations and alternatives that should be examined?

### Survey of Historical Societies

To assist in answering the question above, the Citizen Advisory Committee (CAC) was asked to survey some other local historical societies. The following nine historical societies were surveyed: Maple Grove, Eden Prairie, Brooklyn Park/Center, Hopkins, St. Louis Park, Golden Valley, Plymouth, Cokato, and White Bear Lake. The list of survey questions that the CAC settled were the following:

- 1) **Tell me about your organization:**
  - a) How long has it existed?
  - b) Are you part of a City or other entity or are you a non-profit such as a 501C3?
  - c) Do you have any sort of charter or guidelines?
  - d) What is your budget and sources of funding?

- e) How many employees and volunteers do you have? What are their roles?
- 2) Tell me about your facility:**
- a) What type of building do you have?
  - b) Who owns it? Is there a lease agreement?
  - c) What is the square footage?
  - d) Is your inventory insured?
  - e) Who staffs it?
- 3) Tell me about your activity:**
- a) How many annual visitors do you have?
  - b) Prior to COVID, when was your center open? Is it open now?
  - c) Do you schedule special events or themes?
  - d) Do you use community events to interact with public?
  - e) What kind of outreach do you do to raise awareness?
  - f) Do you display all your inventory or do rotate displays?
- 4) Tell me about your cultural considerations:**
- a) Does your organization have a review process to ensure items displays cultural appreciation versus cultural appropriation?
  - b) How does your organization represent Native Americans who were located in the area?
- 5) Tell me about your future:**
- a) Do you have plans to sustain your efforts and/or grow your volunteers?
  - b) Do you feel your organization is thriving?
  - c) What are your biggest Challenges?

## Survey Summary

A spreadsheet summary of the survey is listed in Attachment A . The complete survey results are included in Attachment B. The CAC found that some of these historical societies are thriving and while others are facing challenges or a mixture of both. The CAC found that the successful organizations at some level have the following similar qualities:

- located at or near a high foot traffic area close to the center of the town.
- have a specific area dedicated to the display of artifacts and the history of the city itself.
- defined public display space versus storage space.
- staffed by volunteers and/or paid employees at various levels of duties and skill levels, (two of the organizations surveyed had paid employees, others staffed by volunteers)
- funding from a combination of sources, including donations, membership dues, grant and city funds
- listed as a non-profit with a defined charter, by-laws, and mission statement.
- mostly located in a historic building
- designated hours of operation, and have at least one event each year to generate exposure

- a healthy involvement with local schools, student participation, and active local volunteerism.

## Key Factors and Considerations

The above survey results helped flush out a framework of other factors that warrant consideration as the City Council examines potential recommendations:

- 1) **Storage and Display of Historical Items** - The historical societies surveyed have a wide range and variety of space for storage and display. Having a clear distinction between display and storage space appears to be valuable. Furthermore, the rotation of the public display of artifacts while labor intensive and often dependent on volunteers is a strong characteristic of a thriving organization.
  - a) The MGHPS would likely benefit from having a centrally located display space or facility that has higher foot traffic and visibility than what they have today.
  - b) It is important that any historical society ensure that its displays do not create a situation of cultural appropriation.
- 2) **Funding** – A stable source of funding for these types of organizations is often a challenge. Fundraisers and Legacy grants can help supplement historical societies, but they often depend on donations, membership dues and city funding for support.
  - a) It is likely best that MGHSP remain a non-profit 501c3 or similar entity, but needs to examine its charter, bylaws and the directives in attempts to achieve funding stability and a clear path to sustain their mission well into the future.
- 3) **Staffing** - Most of the historical societies rely on volunteers and a volunteer board of directors. Two of the cities (Plymouth and Cokato) are transitioning to full/part time staff that are professional history curators. A stable and ample source of volunteers or paid staff can help to ensure continuity and consistency in preserving artifacts and history.
  - a) The MGHSP should continue to seek new volunteers as well retain existing members. Creative and innovative options need to be considered. One such option would be to consider getting the local high schools more involved. Establishing a historical society club within these schools could create a viable source of new volunteers. Students could receive volunteer credit and write blogs that could create renewed interest in local history.
- 4) **Archiving Historical Artifacts** – The cataloging and indexing of historical items is important task along with what to accept and what not to accept. Most historical societies do not have digital online archiving of artifacts, but Golden Valley, Cokato and Plymouth do have online exhibits. The procedure is labor intensive and requires standardization. Digitized artifacts help promote and preserve history.
  - a) MGHSP should make it a goal in the near future to photograph its historical artifacts and make the digital copy available to the public via its website. Student involvement could help with this initiative.
  - b) Descriptions and the story behind the artifacts provide context to the digitized item.
  - c) Having established standards on what to keep and accept as historical artifacts is an important aspect of this archiving process. Should items with only local historical ties be

accepted is a key consideration. This step also helps ensure organizations have ample space for the physical storage and display.

## **Concluding Questions**

There is a need for local communities to record the collective memory of historical events and artifacts. In many instances these efforts rest with historical societies staffed with volunteers with limited budgets and facilities.

Changing times and demographics require a renewed examination on what is the best way for Maple Grove to find, preserve, and promote historical artifacts and events. The responsibility and access to this history becomes a key consideration.

Issues for City Council consideration:

- What role does the City take on in supporting the expansion of physical storage space and display of local historical artifacts and events?
- What role should the City involve itself with the MGHSP board and its volunteers?
- Should the City support an initiative to digitally archive historical artifacts?

Addressing the issues identified above could assist the City Council in determining the appropriate role for the city in a physical expansion and modification of the Maple Grove History Museum. The Council may also wish to consider the best location/facility for both the storage and the display of artifacts.

## **ATTACHMENTS**

- Attachment A - Historical Society Survey Report Summary Table
- Attachment B – Historical Society Survey Responses

## Exhibit C1

### CAC Historical Society Survey Summaries

Organization	Golden Valley	Plymouth	Cokato	White Bear Lake
Date Established	1974	1975	1974	1961
Non profit or City Entity	GVHS 501c3	City Entity	City and CHS 501c3	City Entity
By Laws	Yes	Yes	Yes	Yes
Funding	City/fundraisers/grants	City funded/grants	City	City
Staffing	150 Members	Part time City/80 Members	2 City+11volunteers	11 board members 100 volunteers
Building	Restored Church+Museum	Old City hall	Two story building	Research library in Downtown WBL
Open to Public	2 days a week/200 yearly	Special Events/1000 yearly	5 days week/4000 Yearly	Research library is
Recognition of First People	Limited	Currently being assessed	Native Am Exhibit	no working on process
Online access to artifacts	600 archived of 2600	1000 archived		no
School/student interaction		Student contributors	Volunteer speaker	no

Organization	Maple Grove	Eden Prairie	Brooklyn Park/Center	Hopkins	St. Louis Park
Date Established	Mid 1990's	Early 70's	Unknown	1972	1971
Non profit or City Entity	501C3	501C3	501C3	501C3	501C3
By Laws	Unknown	Unknown	Unknown	Yes	Yes
Funding	Membership dues and donations	Memberships, special activities and Grants from Minnesota Historical Society	City	donations, membership fees	donations, membership fees
Staffing	Volunteers	8-10 volunteers and 80 members	None at this time	15 - 20 volunteers	
Building	Shared space in the garage housing city equipment	Museum is in the basement of the City Center	Formerly occupied an office in the Brooklyn Park Community Center	Museum in Hopkins Activity Center. City donates the space.	small office space and Historical Milwaukee Road Depot
Open to Public	Special events/Maple Grove Days	Special Events	No	yes, established hours and by appt.	Saturdays and by appt.
Recognition of First People	Native American Exhibit	Board Member Paul Thorpe is working on highlighting Native American culture.	Unknown	Unknown	unknown
Online access to artifacts	No	No	No	yes for some items	yes for some items
School/student interaction	Outreach to grades 1-6	Girl Scout troops	No	working on that	unknown