

**The 548th Meeting of the Red Wing Heritage Preservation Commission  
Regular Meeting  
City Council Chambers  
February 4, 2026**

**Members Present:** Chair Brooke Reinke; Commissioners Kent Tsui, Ruth Nerhaugen, Jenifer Majerus, Lottie Aslakson, Paul Pflueger, and Megan Goodwin

**Members Absent:** All members in attendance

**Others Present:** Steve Kohn, Planning Manager / Staff Liaison; Janie Farrar, Council Liaison

**1. Call to Order**

Chair Reinke called the meeting to order at 5:30 p.m.

**2. Oath of Office**

**A. Swearing in of Brooke Reinke to a Second Term.**

Council Liaison Farrar administered the Oath of Office for Commissioner Reinke.

**B. Swearing in of Megan Goodwin to a First Term.**

Council Liaison Farrar administered the Oath of Office for Commissioner Goodwin.

**3. Roll Call**

Roll call was conducted. Chair Reinke and Commissioners Tsui, Nerhaugen, Goodwin, Majerus, Aslakson, and Pflueger were in attendance.

**4. Approval of Agenda**

A motion was made by Commissioner Majerus, seconded by Commissioner Nerhaugen, to approve the agenda as drafted. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

**5. Annual Meeting**

Staff Liaison Kohn pointed out that both Commissioner Reinke and Commissioner Tsui are in their first term as the Chair and Vice Chair and are eligible for reelection.

**A. Election of 2026 Heritage Preservation Commission Chair.**

Staff Liaison Kohn conducted the election process and opened nominations for the position of Chairperson. Commissioner Nerhaugen nominated Commissioner Reinke to serve as Chairperson. There were no other nominations.

A motion was made by Commissioner Nerhaugen, seconded by Commissioner Goodwin, to adopt a unanimous ballot for Commissioner Reinke to serve as

Chairperson of the Heritage Preservation Commission for 2026. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

**B. Election of 2026 Heritage Preservation Commission Vice Chair.**

Staff Liaison Kohn conducted the election process and opened nominations for the position of Vice Chairperson. Commissioner Reinke nominated Commissioner Tsui to serve as Vice Chairperson. Commissioner Tsui nominated Commissioner Majerus to serve as Vice Chairperson.

A show of hands vote was conducted. Commissioner Majerus was elected with a vote of 6-1, with Commissioner Reinke voting for Commissioner Tsui.

Chair Reinke conducted the remainder of the meeting.

**6. Approval of Minutes**

**A. Draft Minutes from the December 3, 2025, Regular Meeting.**

Chair Reinke noted that on page three of the minutes, her name is misspelled.

A motion was made by Commissioner Tsui, seconded by Commissioner Majerus to approve the minutes as amended. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

**7. Public Comment**

Chair Reinke noted that WebEx was not being used. Staff Liaison Kohn stated that it was not going to be working until next week, but there may be an update that it will not be used at the Heritage Preservation Meetings any longer. Council Liaison Farrar updated that new laws and statutes are coming from the State to show what public communication needs to look like, so the Council will be discussing what it looks like for the Council and for commissions as well.

No one wished to address the Commission.

**8. Motions and General Business**

**A. Design Review – New Building Signs on Front Façade of the St. James Hotel Complex, 406 Main Street.**

Staff Liaison Kohn provided background information and referenced past HPC discussion of the front façade design. He shared that the Applicant had agreed to use six-inch lettering on the sides of the canopy to meeting HPC requirements. He described what the signs would look like and added that three black goose-neck lights that would be placed above the western building sign. He noted that Staff recommends approval of the design review.

Chair Reinke asked if the panel that is being looked at would go above the West entrance. Staff Liaison Kohn shared that it was correct. He explained that it is a three-foot sign in a six-foot space with the lights above it.

Staff Liaison Kohn noted some updates on the project: with the glass being installed the first week in March, and plans to be done with the whole project in early April. He pointed out that there would be three doors and how each door would be used for the hotel and the salon. He noted that because of a grant, the project needed to be completed by June 1, but it will be done earlier.

A motion was made by Commissioner Tsui, seconded by Commissioner Aslakson to approve as submitted, with six-inch letters being used on the east and west sides of the canopy. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

**B. Board and Commission Training – Video Presentation and Discussion.**

Staff Liaison Kohn shared that all of the information is on the website, but he shared the videos and that within the Agenda Packet, there is a cheat sheet for the meeting as well.

Chair Reinke noted that it was a great reminder of what to do for everyone.

**C. Discuss and Adopt 2026 – 2030 Five-Year Work Plan.**

Staff Liaison Kohn shared the draft of the Five-Year Work Plan of the HPC. He shared that based on some of the discussion from the last meeting, there were updates to some of the items.

A motion was made by Commissioner Majerus, seconded by Commissioner Nerhaugen to approve the 2026 – 2030 Five-Year Work Plan as drafted. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

**D. Discuss 2026 Preservation Month Activities.**

Staff Liaison Kohn stated that this item was meant to be a discussion item for the Commission to discuss the Preservation Month Activities.

Commissioner Nerhaugen pointed out that the Eagle Scout project may be a good idea for Preservation Month. Chair Reinke agreed that it would be a great option to include as people are getting involved and learning about the history of the City.

Staff Liaison Kohn noted doing awards again for Preservation Month Activities. Chair Reinke shared that the awards would be a great thing to do. She noted that there were many projects being done that had been very thoughtful about the process that they had used. The Commission agreed that awards of merit would be great to do in 2026. Staff Liaison Kohn described how that process would work with a three-person committee getting a list of potential projects to give awards to, which then goes back to the Commission to vote on. He shared that there is some criteria. He noted that sometimes awards have been given to individual people as well. He stated that a press release could be put out to ask for nominations, and many nominations come from the Staff. Council Liaison

Farrar pointed out that a workshop might be a less formal way of talking through nominations.

Commissioner Nerhaugen asked about an activity for youth. Staff Liaison Kohn pointed out that a scavenger hunt for sixth graders was conducted in the past, and could be something to add in again. He stated that prizes were a little extra work, but it has been fun to see families downtown looking for answers. The Commission agreed that it would be a good idea to do the Scavenger Hunt again.

Commissioner Nerhaugen brought up the idea of a coloring book. Chair Reinke noted that it is a great idea and that the Arts Commission could be brought in to help with the idea.

Staff Liaison Kohn shared that many times, when the awards are done, a speaker is brought in to make a presentation as well. He noted that if the Commission is looking into doing something, it may be best to break it down into committees.

Chair Reinke shared that it would be best to make committees. The Commission discussed the best way to get information out about the projects that are being done in the City. The Commission discussed what the committees should look like for the events. The Awards Event committee was comprised of Commissioners Nerhaugen, Pflueger, and Majerus. The Awards Committee was comprised of Commissioners Tsui and Reinke. The Scavenger/Activities Committee was comprised of Commissioners Reinke, Goodwin, and Aslakson.

## **9. Communication Items**

### **A. Staff Status Report.**

Staff Liaison Kohn updated on the Malting Building project and that hopefully something would start by March.

He noted that he received a late application from Knight Barry, who was one of the Downtown Main Street grant winners. He shared that they have a window project coming up to replace all 60 windows in the building. He stated that there is an eight-week lead time to order the windows, and the project needs to be completed by June 1, 2026, so he asked about having a special meeting in the upcoming weeks. The Commission consensus was to hold a special meeting if needed.

Chair Reinke asked about the National Alliance for Historic Preservation Commissions event. Staff Liaison Kohn shared that there is not a lot of information out there, but it is the last week in July. He noted that he did not know if Red Wing was a tour site yet.

### **B. Commissioner Comments.**

There were no Commissioner comments.

**C. Council Liaison Comments.**

Council Liaison Farrar welcomed the new Commissioner and congratulated Chair Reinke. She shared that the Council is discussing and deciding on the wastewater treatment facility and that there was a big presentation on it. She noted that there may not always be Council Liaisons in the future at the meetings, as it is being discussed by the Council. She explained that the Council had a workshop in which they discussed the year-long work plan. She shared that John Key from the Red Wing Collectors Society noted that there would be a big convention coming in the future.

**10. Adjournment**

Chair Reinke adjourned the meeting at 6:55 p.m.