

Kankakee County Historic Preservation Commission Meeting  
Summary of Minutes  
March 5, 2012

**Members Present:**

Andrew Purcell	Dr. Jim Paul	John Adams	Patricia Wagner
Daron Kinzinger	Terry Johnston	Elisabeth Dunbar	Ashley Lucas

**Members Absent:**

**Quorum Present.**

The meeting was called to order at 3:30 p.m. by Ms. Dunbar.

Announcement will be made at PZA meeting in March that we have an opening. We would like to try and get someone from the Momence area.

**Approval of Minutes:**

Motion was made by Mr. Johnston to approve the October 3, 2011, October 17, 2011, and November 7, 2011 minutes with changes Mr. Adams. Dr. Paul seconded the motion. Motion carried.

**Public Comments:**

None

**Historic Landmark:**

- Intergovernmental Agreement with the Village of Bourbonnais: Mr. Purcell has a call into Pat Dunn, Village Attorney, to discuss the changes to the Agreement.

**Communication/Marketing:**

- Website/Mapping: Dr. Paul stated that Delbert Skimerhorn gave an overview of the ArcGIS online mapping program. Some Commission Members are having some difficulty with the program. Some discussion on one person learning it and then training the rest of the Commission Members. Ms. Dunbar will meet with Mr. Skimerhorn and/or Ms. Sadler on the mapping system and will see if she can get started with some sites on the system.
- City of Kankakee Historic Preservation Commission: Mr. Johnston stated that there has still not been a meeting. A motion was made by Mr. Johnston and seconded by Mr. Purcell to approach the Mayor regarding an Intergovernmental Agreement with the City and County for Historic Preservation. Motion carried. Mr. Johnston will be the liaison for the Commission.
- CLG Grant: The CLG Grant Agreement was approved by County Board on February 13, 2012 and we have a fully executed copy of the Agreement and we can move forward with Grant activities.

**Note: These minutes are a synopsis of information derived from the meeting.**

- Historic Preservation By-laws: We were talking about by-laws, so we don't have any and were going to add in regarding attendance to meetings. We were going to use the Regional Planning Commission's by-law as a template. Mr. Purcell was working on them but was unable to get a draft done. Everyone will get a copy of the RPC by-laws to review and come back with recommendations at the April meeting for discussion with the hope to approve by-laws at the May meeting.

**Old/New Business:**

- Mr. Kinzinger asked about who would handle media requests and/or questions. It was discussed that the person that is closest to the issue should be the person to comment. However if uncomfortable or a generalized issue it would typically go to the Chairman of the Commission, Planning Director, and/or Chairman of the Kankakee County Board.
- Ms. Wagner will be sent a letter asking if she would like to be reappointed to the Commission.
- An email regarding legislation of the School Construction Law Amendment Bill was passed out to the Commission from Landmarks Illinois asking for our support.
- CLG Grant
  - Discussion on logo/letterhead:
    - Do we want a banner style letterhead or do we want to use the logo as letterhead too? There was discussion also on adding in the river and railroad through the shape of the County. Logo on left and address at bottom of page for letterhead. This way logo can also be used for other items of publication.
    - There was also discussion on the size and font for the logo. I was decided to get a couple different fonts. Have Austin do samples of circle logo with papyrus and font used on banner in all caps and with small caps and also samples with river and railroad.
  - Brochures:
    - There was discussion on the concept of the brochures we would like to go with. After much discussion it was agreed for a tri-fold informational brochure and a poster type brochure with map of historic site and descriptions.
    - There was then discussion on how many site and what sites should be included. Some examples are: Letourneau Home, Momence House/Museum, Courthouse, Wright in Kankakee, Essex School, Governor Small Memorial Park, Stone Barn, Perry Farm, Etc.

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- Ms. Dunbar to work on photos for the brochure and then once we have photos we will work on description. Ms. Dunbar will also see about getting estimates from local printing company for the brochures.

**Next Meeting:**

The next meeting is scheduled for April 2, 2012 at 3:30 p.m. At that meeting we will need to work on save the date for the seminar and ideas for speakers.

**Adjournment:**

Motion to adjourn was made by Mr. Kinzinger, seconded by Mr. Johnston. Meeting adjourned at 4:45 p.m.

Prepared by:

Michelle Sadler, Office Manager  
Kankakee County Planning Dept.

Approved August 6, 2012