

Kankakee County Historic Preservation Commission Meeting  
Summary of Minutes  
April 4, 2011

**Members Present:**

Terry Johnston	Mardene Hinton	John Adams
Dr. Jim Paul	Daron Kinzinger	Pat Wagner
Andrew Purcell		

**Members Absent:**

Elisabeth Dunbar	Ashley Lucas
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**Quorum Present.**

The meeting was called to order at 3:40 p.m. by Mr. Purcell.

**Public Comments:** None

**Approval of Minutes – March 7, 2011**

Minutes were not available.

**Historic Landmark Prequalification and Nominations:**

- Letourneau Home in Bourbonnais – Nomination
  - Dr. Paul submitted the revised application. Items in red are corrections from our last meeting. Green items are recent corrections and revisions. Mr. Johnston asked if we could have a north indicator placed on the ground plan found on page 7.
  - After discussion Mr. Johnston moved that we recommend to the County board that they approve the Letourneau Home application. Mrs. Hinton seconded the motion. Motion carried.
  
- Intergovernmental Agreement with Village of Bourbonnais.
  - After discussion it was decided that Mr. Purcell will draft an IG Agreement to give to Elisabeth. She can then explain our intentions to Mike Bossert. It would then be passed on to the office of the State's Attorney for their review. If they give us approval to proceed, Mr. Purcell or the State's Attorney can then make the request to the Village of Bourbonnais board.
  - It was agreed that Dr. Paul should investigate the status of the Bourbonnais Historical Commission so that they know that we are moving forward with the Letourneau application, but would be happy to work with them through an Intergovernmental Agreement.
  
- Mr. Purcell stated that it was important that we were mindful of not violating the Open Meetings Act. It is advised that we never send an email to our entire group of commissioners concerning items that will be voted upon in the future. Mr. Purcell will check with Michele concerning this concern and she can circulate the info to this commission. A general rule is do not send emails to the whole group about a pending item.

**Communication/Marketing:**

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

- City of Kankakee Historic Preservation Commission.
  - Mr. Johnston reported that Commission is looking to combine the City Historic Preservation Commission and the City Planning Commission and that he has invited them to attend our meetings.
  
- CLG Grants
  - Dr. Paul reported that the consideration was to apply for a grant for completing our historic survey and for developing a historical attraction brochure. Grant applications come out in August.
  - We need to ask Michelle about the application and when it is due. A working meeting might be good for May to put the application together. It might be helpful to see some of the previous applications.
  
- Wright in Kankakee: No official report
  
- Google Map: Elisabeth was not available to demonstrate the map.
  - There was discussion on how we proceed to put individual sites on the Google Map. Mrs. Hinton suggested we contact Will County or the State Preservation office to see how others have approached this matter.
  
  - After discussion it was decided to draft an introductory letter to inform residents of the historic value of their home and include a Q&A sheet to help answer any of their questions. The letter would also invite them to attend one of our meetings if they have questions they would like us to address. At some point we could then pin point their property on the above mentioned Google Map. Mrs. Wagner agreed to draft a letter.
  
  - It was agreed that we ask Michelle to see if she has a list of the surveyed structures and photos, to help in contacting the owners of those properties
  
- State Historic Preservation Conference
  - Dr. Paul reported that we can register on line for the conference scheduled for June 2<sup>nd</sup> & 4<sup>th</sup>.
  - There was discussion about what are requirements were as Commission members to attend these conferences. Catherine had mentioned that we need to be attending them.
  
- Historic Preservation Brochure
  - After discussion Mrs. Hinton suggested we collect brochures from various other County Preservation Commissions to use them as models as we develop our brochure. She agreed to collect those brochures with other commission members contributing those that they find.
  
- Pat Wagner's Email
  - Mrs. Wagner said that although she was surprised to have her letter discussed during our conference call with Catherine, she felt it was very helpful to hear Catherine's comments.

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- Education Committee –
  - Mrs. Wagner also suggested we reach the young students and teach them about our preservation and inform them of the importance of our historic structures.

**Old Business:**

- None.

**New Business:**

- Michele printed out the National Register Bulletin for use in filling out landmark applications. It was agreed that she keep it on file and we can use it when needed rather than print out one for each commissioner.
  
- Mr. Kinzinger reported that he and Dr. Paul have been negotiating with Hollis Clark of the Bourbonnais Township Park District, managers of the Perry Farm, and their board has given them permission to proceed with County Landmark status for the Perry Farm. Mr. Kinzinger and Dr. Paul submitted the prequalification form. It will be reviewed by the commission before the May meeting.

**Next Meeting:**

The next meeting is scheduled for May 2, 2011 at 3:30 p.m.

**Adjournment:**

Mrs. Wagner made a motion to adjourn, seconded by Mr. Kinzinger. Motion carried.

Meeting adjourned at 5:00 p.m.

Prepared by:

Mardene Hinton, secretary

Kankakee County Historic Preservation Commission

Approved June 6, 2011

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