

Kankakee County Historic Preservation Commission Meeting
Summary of Minutes
October 17, 2011

Members Present:

Andrew Purcell
Ashley Lucas

Dr. Jim Paul
Daron Kinzinger

John Adams
Terry Johnston

Members Absent:

Patricia Wagner

Elisabeth Dunbar

Quorum Present.

The meeting was called to order at 3:35 p.m. by Mr. Adams.

Public Comments:

None

CLG Grant Application:

The Commission Member worked on the grant application:

- Austin Brough was present to discuss option we have on brochures. Cost would depend on the size and number of brochure we want. Mr. Brough's cost for 4 brochures would be approximately \$300 - \$500 depending on the detail and layout. The cost to have copies made of a 3-fold color brochure approximately \$250.
- Ms. Lucas stated that this would need to be a start to finish timeline period. An operation calendar with timelines for each project and the dates we accept different phase of each project to be complete (goals). The grant requires us to attach a timeline.
- A motion was made by Dr. Paul and seconded by Mr. Purcell to assign Ms. Lucas as the Project Supervisor. Motion Carried.
- There was discussion on what types of brochure we would like to produce. It was decided we would have 4: the mission and purpose of the Kankakee County historic Preservation Commission, the evaluation of historic value of properties and sites, the process and the benefits of obtaining landmark status, and countywide listing of historic properties and sites.
- There was discussion on website improvements. We would like to redesign, add more graphics, link to a map with historic sites listed, etc.
- There was discussion on doing more community outreach seminars/speakers with local governments and business leaders to get the benefits of landmarking out to everyone to better understand historic preservation.
- It was agreed by the Commission member that Mr. Kinzinger would be the person heading up the brochure and Dr. Paul would be the person heading up the website improvements.

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

- Next discussion item was the timeline:
 - January 9, 2012
 - Brochures theme development;
 - Evaluation of website enhancement options.
 - February 6, 2012
 - Approve brochure design concepts;
 - Approve website enhancement and implementation phases.
 - March 5, 2012
 - Final selection of brochure art, photography and text;
 - Evaluate progress of mock website layout, features, and content.
 - April 2, 2012
 - Evaluate progress of brochure content;
 - Solicit bids/estimates for brochure printing;
 - Begin event planning and speaker selection for outreach seminar; initial press release and begin outreach to County government and business leaders.
 - May 7, 2012
 - Assess bid proposals for brochure printing and production and selection of vendor;
 - Evaluate website progress, including interactive map feature for June launch;
 - Finalize site and speaker for outreach seminar.
 - June 1, 2012
 - Target date for launch and press release regarding resigned website.
 - June 4, 2012
 - Review final proofs of brochures and place order for printing.
 - July 2, 2012
 - Target date for brochure delivery and begin distribution to County tourism sites, chambers of commerce, hotels, businesses, etc.
 - July 18, 2012
 - Target date for community outreach speaker/seminar.
 - August 6, 2012
 - Follow up contact with community government and business leaders encouraging cooperative follow-up to July seminar for using historical preservation as engine for economic growth.
- There was discussion on the project title. It was agreed to let Mr. Purcell come up with a title.

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Mr. Purcell will rewrite section of the application and forward to Ms. Sadler. Then Ms. Sadler will send it out for a final review of the Commission and then send by deadline.

Old Business:

- None

New Business:

- None

Next Meeting:

The next meeting is scheduled for November 7, 2011 at 3:30 p.m.

Adjournment:

Motion to adjourn was made by Mr. Adams, seconded by Mr. Kinzinger. Meeting adjourned at 5:00 p.m.

Prepared by:

Michelle Sadler, Office Manager

Kankakee County Planning Dept.

Approved 3-5-12

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