

Meeting Notes
Kankakee County Mitigation Planning Meeting
December 20, 2004

In attendance:

Michael VanMill, Kankakee County Planning Director
Eric Sadler, Kankakee County Planning Technician
Delbert Skimerhorn, Sr., Kankakee County GIS Coordinator/CAD Manager
French Wetmore, French & Associates
Michael Wesley, French & Associates
Jill Magnuson, French & Associates

These dates were agreed upon for future Hazard Mitigation Planning meetings:

- Week of January 3 – 7, 2005; Press Conference/Briefing
- February 10, 2005 from 5 – 7 p.m.; “Kick off” Committee Meeting, location is to be determined (at County Administration Building or at the U of I County Extension Office)
- March 10, 2005; “Local Hazard Awareness and Protection Open House,” location is to be determined (possibly at the Quality Inn)

It was agreed that French & Associates will complete the following tasks:

- Draft the resolution to be adopted by the County Board
- Plan the organization of the Open House
- Send the County a list of GIS requests
- Send the County information to be placed on the County website
- Send the County a press release
- Send the County a certificate of insurance
- Send Craig Long the HAZUS list of critical facilities

Requests and other materials will be sent to the responsible person (e.g., GIS requests to Delbert) with a copy to Eric as project manager.

It was agreed that County staff will complete the following tasks:

- Set up the press briefing to be held the week of January 3 – 7
- Develop a municipal contact list
- Send the invitation to participate and the municipal resolution to all mayors
- Invite appropriate representation from township supervisors and highway officials
- Reserve the room for February 10th Committee Meeting
- Reserve room at the Quality Inn for the Open House on March 10
- Develop a list of critical facilities
- Determine the appropriate time to talk to the mayors association
- Locate photos of local significance from Craig, the *Journal*, and Delbert’s closet
- Send out the requests for NFIP claims and disaster assistance data

After the meeting, French & Associates picked up several ordinances, plans, and other Planning & Zoning Department references. We have also received the list of schools.

Two documents are in their final stages of preparation and will be provided to French & Associates by March: the existing conditions report for the new comprehensive plan and the emergency operations plan.