MINUTES
Historic Preservation Commission
February 4, 2016
City Hall, 100 W. Woodstock Street, Crystal Lake, IL

1) Call to Order

L. Atwood called the meeting to order at 7:30 p.m.

2) Roll Call/Attendance

The following Commission members were present: LeeAnn Atwood, Sarah Jackowiak, Diana Kenney, Lisa Solak, Linda Spencer, Bob Wyman and Jim Wyman. Brice Alt was in the audience. Staff member Elizabeth Maxwell was present.

3) Public Comment

No public comment.

4) Approval of Minutes of the January 7, 2016 Regular Meeting

D. Kenney made a motion to approve the minutes of the January 7, 2016 regular meeting. B. Wyman seconded the motion. On voice vote all members voted aye. Motion passed.

5) Meeting Procedures – discussion only

An email was sent to the Commission members requesting several items be placed on the agenda for discussion. The following items were discussed.

Discussion of lack of notification for Special Meeting at Palmer House on January 23, 2016

Staff member Maxwell explained that no business was discussed or voted on at this training so no meeting notification was required. This was considered like any other public workshop or seminar that Commission members could attend.

Lack of roll call for disbursement of $500 to Crystal Lake Historical Society at January meeting

$500 disbursement to Crystal Lake Historical Society no on January 7, 2016 meeting agenda

Staff member Maxwell explained that the $500 disbursement to the Crystal Lake Historical Society wasn't on the agenda because no such disbursement was made at the January meeting and no vote was taken on any such item. She believed J. Wyman was referring to one of the members discussing the training provided by the Park District at the Colonel Palmer House. The commission discussed at the February 5, 2015 to be invoiced annually for the training that would be provided at least once per year to the Commission members. This would be treated like any other service the Commission uses; such as, printing at Alphagraphics, the Landmark professional membership, etc. Staff member Maxwell had the minutes from that meeting which she shared with the Commission members

Roll call by clerk at beginning of meeting needs to be instituted

Staff member Maxwell discussed that through her research she could not find that an individual roll call was required. It was required that the secretary note the members who were present and absent, which is and has always been done in the minutes from the meetings.

The members discussed the need for an individual roll call. Many felt that it was not necessary. D. Kenney asked J. Wyman if he would feel better if an individual roll was taken. The Commission agreed that an individual roll call would be taken before each meeting.

The Commission also discussed the need for a roll call when funds are disbursed. One member noted that the funds are not tax payer dollars and are funds generated by the trolley tour ticket sales. The Commission agreed that an individual roll call would be taken when grant funds are disbursed.

Vacancies on the Crystal Lake Historic Preservation Commission calls for nine members and only seven are listed.
There was a lot of confusion over what the question was that was being asked. D. Kenney said that the Commission could have a maximum of nine members not a minimum. They could put another advertisement into the newsletter looking for more members.

6) 2016 Trolley Tour

D. Kenney stated that a revised spreadsheet was sent out to the members for review for this meeting. She noted that 500 Lake was removed as no information could be found about the property. The members discussed some of the preliminary information they were able to gather about the properties. D. Kenney asked for the information regarding the increase in the trolley cost. B. Wyman would get that information together.

The members talked about increasing the ticket sales cost from $10 to $12. J. Wyman stated that a formal vote needed to be taken. The members discussed that no formal action was being taken. Also, the ticket cost is part of their trolley tour planning, just like the house selection, and it wasn't amending a contract or altering any agreement and so did not require any formal vote to take action. The members talked about waiting for the trolley information before deciding on the cost of the tickets.

7) Member Inquiries and Reports

B. Alt said that the house on Crystal Lake Avenue with the weeping mortar was purchased and the owners made a lot of changes fixing up the house. The original owners of the house won the house as part of a raffle and the winning raffle ticket is framed and still hangs in the house.

D. Kenney noted that the Historical Society was holding their annual meeting on Sunday and the speaker, Sharon Darling, who helped write the book at TECO and Terra Cotta would be speaking. She encouraged everyone to attend.

8) Adjournment

There being no further business D. Kenney made a motion to adjourn the meeting at 8:36 p.m. L. Solak seconded the motion. On voice vote, all members voted aye.