MINUTES
Historic Preservation Commission
April 7, 2005
Municipal Complex
100 W. Woodstock Street, Crystal Lake, IL

I. Call To Order

The meeting was called to order at 8:00 p.m. on April 7, 2005, at the Municipal Complex, 100 W. Woodstock Street.

II. Roll Call/Attendance

Present were the following Commission members: Brice Alt, Chair, Diana Kenney, Tom Nemcek, Sandy Price, Sue Riegler, and Bob Wyman. Also present was Eric Helm, Assistant to the City Manager.

III. Public Presentation

No one from the public wished to make a presentation.

IV. Approval of Minutes of the March 3, 2005 Regular Meeting

Member Price stated that the section of the minutes regarding the Heritage Tour (Agenda Item V.) should be amended to state, "The Commission agreed that this clothing would be displayed at Member Nemcek's house ~~in display cabinets~~." Member Riegler moved to approve the minutes of the March 3, 2005 regular meeting as amended. Member Wyman seconded the motion. On voice vote, all voted aye. Motion passed.

V. Discussion of the Façade Grant Application – 84 N. Walkup

After discussing and reviewing the façade grant application, Member Nemcek moved to approve the grant request for 84 N. Walkup Avenue, for the amount of $396.00, with the condition that the project be completed per the application. Member Price seconded the motion. On voice vote, all voted aye. Motion passed.

VI. Discussion of 2005 Heritage Tour

Member Kenney distributed draft copies of the Tour tickets and Tour booklet. She stated that the tickets would go on sale on or around May 15th. The Commission agreed on golden colored paper for the tickets and Tour booklet. Member Price mentioned that she needed 30 sheets of the paper for the docent thank you notes. The Commission discussed the ticket cover and design. Regarding the tents that would be erected for the tour, Member Kenney stated that staffing these tents might be a challenge. Member Nemcek stated that he would ask for volunteers in his neighborhood to staff the tents. Member Wyman asked how many people are needed. Member Price stated the approximate number of people needed for the houses.

Regarding the draft copy of the Tour booklet, Member Kenney stated that by the next meeting the booklet would be completed. Member Riegler asked if the house articles for the booklet could be e-mailed to Member Kenney. Member Kenney stated yes; the documents need to be in *Word* format. Member Riegler asked if she could write a story regarding the Heisler and Colby family. She gave Member Kenney the research materials that she collected. Member Nemcek stated that in two weeks everyone should have articles to Member Kenney.

Regarding advertising, Member Wyman gave an update. He has contacted several individuals regarding advertising in the booklet, and his goal is to have the advertisers committed by the 15th. Member Kenney stated that Member Wyman must be completed with the advertising by the first part of May. Member Kenney and Nemcek stated that many businesses should be able to contribute. Member Price presented a list of 70 possible docents; however, she did not have a good response rate last year. The Commission counted the number of docents needed and arrived at 36 docents. Member Price asked if Member Kenney could staff the tent; Member Kenney agreed. Member Price submitted a reimbursement request for $136.76 for the printing of the docent mailing. She also presented more information about the antique clothing display. The Commission discussed the items and the flow of Tour participants through the display.

Regarding publicity, Member Kenney forwarded information to the Tribune, and she stated that the individual coordinating publicity will need to contact the Tribune. She stated that the Puma house would probably be the focus of the publicity. She recommended an article in the June lifestyles section of the Herald. Member Wyman agreed to coordinate the publicity. Member Alt agreed to print the posters. Regarding the protective booties for Tour participants, Member Price recommended that people be given the booties at the beginning of the Tour. The Commission discussed the advantages and disadvantages of this idea. Member Nemcek agreed to count the number of booties available. The Commission agreed that the advertising banner be placed during the period of June 1st – June 12th.

VII. Discussion of the Commission Website

Member Kenney stated that no changes have been made to the website since the last meeting. Chair Alt agreed to copy Eric Helm on the items to be placed on the website.

VIII. Discussion of "Look At Local History Month"

Member Kenney presented the placemat, which would be available for all downtown restaurants during "Look at Local History Month". She also stated that the Historical Society plans to place a headstone on the grave of a soldier from the Civil War. Member Kenney described the research into the soldier's life and death. Member Kenney planned to approach the Commission with a request for façade grant funds for the headstone and a flag. Eric Helm stated that the funding of the flag might be problematic; however, an application for the headstone could be submitted for discussion.

IX. Discussion of CLG Workshop

The Commission discussed transportation and room accommodations for the workshop. Eric Helm will verify the funds available for this item.

X. Member Inquiries and Requests

Member Price knows an individual who could assist the Commission in the design of the future

coloring book. Chair Alt would like to give his neighbors free tickets to Heritage Tour. He feels this will encourage homeowners to participate in a future tour. Member Price suggested that the Commission develop a five-year plan of possible neighborhoods for the annual Tour.

Eric Helm stated that the Commission should designate available funds for the Façade Grant Program. Member Nemcek moved to designate $4,000 as available funding for the Façade Grant Program. Member Riegler seconded the motion. On voice vote, all voted aye. Motion passed.

XI. Chair's Report

Chair Alt had no report.

XII. Adjournment

There being no further business, Member Nemcek moved to adjourn the meeting at 9:52 p.m. Member Price seconded the motion. On voice vote, all voted aye. Motion passed.