

**MINUTES**  
**Historic Preservation Commission**  
**May 7, 2009**  
**Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL**

**I. Call to Order**

Chair Alt's called the meeting to order at 7:35 p.m. on May 7, 2009, at the Municipal Complex in Crystal Lake.

**II. Roll Call/Attendance**

Present were the following Commission members: Brice Alt, LeeAnn Atwood, Michelle Rozovics, and Tom Nemcek. Also present was Eric Helm, Assistant to the City Manager.

**III. Public Comment**

Mr. Bob Frenz introduced himself and stated that he was interested in serving as a trolley tour guide. Also in attendance was Mr. John Behrens. He is an architect and is interested in learning more about the Commission. The Commission welcomed these individuals and thanked them for their interest.

**IV. Approval of Minutes of the April 2, 2009 Regular Meeting and Minutes of April 16, 2009 Special Meeting**

Member Nemcek moved to approve the minutes of the April 2, 2009 regular meeting. Member Atwood seconded the motion. On voice vote, all voted aye. Motion passed. Member Nemcek stated that he is still writing the minutes from the April 16<sup>th</sup> meeting. He will have them prepared for review at the next meeting.

**V. Consideration of Façade Grant Application for 127 College Street – Window Restoration**

The Commission reviewed a Façade Grant Application from Ms. Diane Penkava for 127 College Street. Attached to the application was a quote for \$3,524 for window restoration. Last year the Penkava's completed \$2,471 worth of restoration work and would like to complete the project. The Penkava's are asking for 50% of the project cost, up to \$500.00, for the completion of the window restoration. Chair Alt asked if a Certificate of Appropriateness was needed. City Staff Helm stated that a certificate for the restoration of the windows was granted by the Commission at the August 7, 2008 Commission Meeting.

Member Nemcek moved to approve the façade grant application for window restoration at 127 College Street in the amount of 50% of the total project costs, up to a maximum disbursement of \$500. The grant funding would be given to the owner following proof that the project was completed per the application dated May 5, 2009. The Commission waived the requirement that the applicant receive three bids or proposals. Member Atwood seconded the motion. On voice vote all voted aye. Motion passed.

**VI. Discussion of 2009 Trolley Tour**

Member Nemcek stated that at the April 16<sup>th</sup> meeting the Commission discussed the Tour booklet that was prepared by Member Rozovics. Chair Alt stated that his wife is proof reading the booklet and checking the format. The Commission thanked Member Rozovics for beginning the effort and contributing her time to create the booklet.

Member Atwood stated that Tour advertising sponsorship is down this year. She stated that the Commission should consider offering free advertising space on the side of the trolley for

previous advertisers. She stated that due to the economy, many sponsors cannot spend money on advertising. It could be a goodwill gesture. Member Rozovics stated that the businesses who are given free advertising space on the trolley, could promote the tour in their business by providing space for tour advertising posters. Member Atwood stated that she would send an e-mail to Member Kenney and Member Wyman who could not attend the meeting to get their input. The Commission agreed to discuss this idea at the June meeting.

Chair Alt stated that tickets will go on sale this week. Member Nemcek stated that the following people agreed to lead tours: Jim Wyman, Diana Kenney, Bob Frenz and Brice Alt. The Commission informed Mr. Frenz of his responsibilities as a tour guide. Member Nemcek will create a tour schedule and confirm Member Kenney's availability to lead the first tour of the day.

The Commission discussed the best methods to cite the sources of the material for the Tour booklet articles. Chair Alt stated that the article sources could be noted in the "Thank you" page of the booklet.

#### **VII. Discussion of "Look at Local History Month"**

Chair Alt distributed the "Look at Local History Month" calendar of events prepared by the County Historical Society. He also distributed the walking tour brochures that were recently reprinted. He asked the Commission to read the brochure and identify any necessary changes.

Regarding the "Historic Downtown Crystal Lake Scavenger Hunt", Chair Alt stated that the school district will not allow its distribution in the classrooms. He will be allowed to place it on the district's website. The Commission discussed the best way to distribute the Treasure hunt to private schools. Member Rozovics agreed to talk with the area Catholic schools. City Staff Helm stated that the Treasure hunt could be placed on the City website.

#### **VIII. Member Inquires and Reports**

There were no inquires or reports.

#### **IX. Adjournment**

There being no further business, Member Atwood moved to adjourn the meeting at 8:45 p.m. Member Nemcek seconded the motion. On voice vote, all voted aye. Motion passed.