

**Minutes of Special Meeting
Sangamon County Historic Preservation Commission
January 15, 2020**

Members Present: Bob Sherman, Vice Chairman
Molly Berns
Jeanette Goza
Tina Lathan
Aakash Raut
James Schackmann
Dean Williams

Members Absent: Chuck Pell and Mike Brooks

Staff Present: Emily Prather

Call to Order: A quorum being present, Vice Chairman Sherman called the meeting to order at 4:52 PM.

CLG Grant Applications: Discussion and preparation for 2020 grant cycle: Vice Chairman Sherman stated the purpose of this special meeting was to discuss the two grant applications the Commission would like to apply for in the 2020 CLG grant cycle. Commissioner Williams stated that he had contacted Jon Pressley in regards to the landmarking and surveying video grant application and asked if the project would work if the Commission would add additional information and create a PowerPoint presentation, which Jon Pressley replied “we will see.” Commissioner Williams also reported that he asked Jon Pressley about publishing the barn book as an additional project and asked if that might receive funding, which Jon Pressley replied “we will see.” Commissioner Williams then reported State Senator Steve McClure is going to talk to the director of the Illinois Department of Natural Resources (IDNR) in regards to the CLG grants.

Commissioner Schackmann reported he finally heard back from Jon Pressley in regards to catching up with the annual reports, and Jon Pressley sent Commissioner Schackmann a form that was used for Wisconsin that the Commission could use as a template for completing the annual reports. Commissioner Berns suggested that Commissioner Schackmann reach back out to Jon Pressley and request copies of the annual reports for those communities that received grant funding from this past year to see what those communities had submitted.

Commissioner Sherman stated that during the meeting last week Chairman Pell had stated to maybe not apply for a grant in order to print hard copies of the barn book and instead apply for a grant to survey a township in the County. Commissioner Sherman stated he believed Illiopolis Township would be a good township to start with, since there is so much history located in that township with the Sangamon Ordinance Plant.

Commissioner Williams asked if anyone knew how long the Commission would have to complete a project if the Commission was awarded a grant. Staff member Prather believed it was a two year period to complete a project when awarded grant funding. Commissioner Williams asked if the Commission would apply for the grant before any survey work would be done in Illiopolis Township. Staff member Prather noted that any project costs would have to be incurred after the grant is received, so any work that would be done now could not be recouped with grant funding. Commissioner Sherman noted that if the Commission is awarded a grant, each Commissioner will

need to keep track of their time spent working on the grant project to account for the 30% local contribution match requirement. Commissioner Goza noted that planning and preparation time can be counted before the grant request would be awarded. Staff member Prather noted that the 2019 CLG grant period was from October 1, 2018 to September 30, 2020, which is two fiscal years.

Commissioner Goza reviewed the 2019 CLG grant manual and noted that the surveying a township project would be categorized under the Survey Projects section and would require a survey report, an inventory form, an intensive survey report, and photography requirements which are explained in detail in the grant manual. In the Survey Project section, “a project must be conducted by a qualified professional architectural historian, historian, historical archaeologist, or architect who meets the Professional Qualifications Standards....” Commissioner Goza stated the Commission should look at these requirements and figure out what the Commission will need to do in order to successfully submit a completed grant application. Commissioner Goza noted one of the requirements would be to get estimates from the qualified professionals to determine how much it would cost to survey a township. Commissioner Schackmann noted that is what the other awarded grant projects did by completing a Request for Proposals (RFP) to locate a professional surveyor to determine the estimated cost to survey a township.

Commissioner Goza stated that from last week’s meeting it was discussed the Commission will apply for two grants.

1. How to Survey and Landmark Video
2. Survey a Township in Sangamon County (Illipolis Township)

Commissioner Goza stated the preparation for the grant application for the video on How to Survey and Landmark project should be easier to complete, because the Commission will just have to tweak the application from last year.

Commissioner Berns stated that whenever the grant application deadline ends up being, the Commission will need to complete the grant applications at least two weeks prior to the submittal date, because each application will have to go through the GATA process before the Commission can officially submit the grants. Commissioner Berns also noted that if the grant funding requested is more than \$3,500, the grant applications would need approval from the Finance Committee of the Sangamon County Board. The Finance Committee meets twice a month, so the Commission may need to complete the grant applications earlier than two weeks prior to the submittal date in order to get on the Finance Committee agenda and then provide the time needed to go through the GATA process.

Commissioner Sherman stated within the video project grant application, the Commission should note that the video could be utilized throughout the state by other CLGs and be a benefit throughout the state.

In reviewing the 2019 grant manual, Commissioner Goza determined the video on surveying and landmarking project would be categorized under the Public Education section.

Commissioner Goza started to break down what the Commission will need to accomplish. For the surveying a township project, the Commission will first have to identify who the professional surveyor is going to be, because the Commission will need to know how much the professional surveyor would charge so that amount can go in the budget for the grant application. Commissioner Sherman stated Floyd Mansberger would be a professional in the area who may be able to provide a cost estimate for the Commission. Commissioner Berns stated first the Commission will need to send out a Request for Information (RFI) or a Request for Quotation (RFQ), so the Commission

would receive some cost estimates for how much a professional surveyor would charge for surveying a township that could be used for the budget in the grant application. Commissioner Berns stated the Commission may not end up hiring a surveyor off of that list. Commissioner Berns explained that once the Commission would be awarded a grant, the Commission would then need to go through the RFP bid process. However, Commissioner Berns stated that historical architects may be specialized enough that she will need to check if they are exempt from having to go through the RFP process or if the Commission could just go through the RFQ process. Commissioner Berns stated another way the Commission could determine an estimate for how much a professional surveyor would cost is obtaining copies of those grant applications that applied for similar survey grants and were awarded.

Commissioner Berns noted the Commission will have to consider how they would come up with the required 30% local grant match. Commissioner Berns noted that would be another reason to obtain copies of other communities grant applications to see how they were planning on reaching the 30% local grant match.

Commissioner Goza shared with the Commission the score sheet that the IDNR staff will use when evaluating the grant application.

The Commission discussed what will get done before the next meeting. Commissioner Berns stated she will run the two grant application ideas through Brian McFadden to figure out where the applications need to go through Finance Committee and what pre-approval the Commission will need to get from the County Board because that will determine the date the Commission will need to have the applications completed. Commissioner Goza stated the Commission will apply for grant funding for the following two projects:

1. How to Survey and Landmark Video
2. Survey a Township in Sangamon County (like Illiopolis Township).

Commissioner Schackmann will send Jon Pressley an e-mail to obtain information in regards to copies of other communities' annual reports and grant applications which were funded so the Commission will be able to understand the types of projects that have received funding.

Commissioner Berns will look into whether the Commission will need to get a RFP or a RFQ.

Commissioner Goza will contact Floyd Mansberger, Director of the Fever River Research in Springfield, to determine if he would be able to provide a general cost estimate to survey a township in Sangamon County, so the Commission could include that into the grant application budget.

Public Comment: None

Additional Comments: None

Adjourn: Vice Chairman Sherman entertained a motion to adjourn the meeting. Commissioner Goza made a motion to adjourn the January meeting with Commissioner Schackmann seconding the motion. The voice vote to approve was unanimous and the meeting adjourned at 5:48 PM.

Respectively submitted,

Emily Prather