

MINUTES
CITY OF WOODSTOCK
OLD COURTHOUSE AND SHERIFF'S HOUSE ADVISORY COMMISSION
January 18, 2016
City Council Chambers

A Special Meeting of the Woodstock Old Courthouse and Sheriff's House Advisory Commission was called to order at 7:00 PM by Chairman Dennis Sandquist on Monday, January 18, 2016 in the Council Chambers at City Hall.

A roll call was taken.

COMMISSION MEMBERS PRESENT: Lynde Anderson, Jim Campion, Tricia Doornbosch, Jim Prindiville, David Stumpf, Tammy Townsend Kise, Joseph White, and Chairman Dennis Sandquist. Commissioner Jodie Kurtz-Osborne arrived at 7:01PM.

COMMISSION MEMBERS ABSENT: None

CITY COUNCIL MEMBERS PRESENT: Mayor Brian Sager

STAFF PRESENT: City Manager Roscoe Stelford, Economic Development Director Garrett Anderson, and City Planner/Staff Liaison Nancy Baker.

OTHERS PRESENT: City Clerk Cindy Smiley

INTRODUCTIONS

Each member introduced him or herself, giving a brief synopsis of relevant experience and/or education.

On behalf of the members, Chairman Sandquist thanked Mayor Sager for his appointment of them to this new and important Commission.

OPENING REMARKS, REVIEW OF CITY CODE, AND ORGANIZATIONAL DETAILS

Nancy Baker introduced the Mayor and City Staff present and thanked everyone for their responsiveness to her communications. She stated she enjoyed taking them on tours of the buildings and the questions asked.

Ms. Baker noted each member was provided with a copy of the enabling ordinance for the Commission. She noted appointment of the Chair is the responsibility of the Mayor, while the Commission will nominate and vote on the Vice-Chair. She described for the members how the length of the initial term for each member was determined by lottery with the first terms set to expire in 2017.

Ms. Baker then provided information on the Staff Liaison position, noting the enabling ordinance provides for the Liaison to be the Managing Director. As there has been no Managing Director appointed, Ms. Baker will serve as the Staff Liaison. She noted she has been working on the Old Courthouse Project since the building was acquired by the City. She also discussed some of the work that has been completed on the project by the Department of Public Works and the financial efforts made by the Finance Department on behalf of the project.

Ms. Baker described for the Commission how the agenda is prepared, noting that most communication will be through e-mail. She urged members to contact her with any questions or comments which she will forward to the other members so that everyone is on the same page.

ESTABLISHMENT OF MEETING DATES

Following a brief discussion of possible days and times for the Commission's regular meetings, motion by D. Stumpf, second by T. Doornbosch, that the regular meetings of the Old Courthouse and Sheriff's House Advisory Commission shall be held on the third Monday of each month at 7:00PM in the Council Chambers at City Hall. Ayes: L. Anderson, J. Campion, T. Doornbosch, J. Kurtz-Osborne, J. Prindiville, D. Stumpf, T. Townsend-Kise, J. White, and Chairman D. Sandquist. Nays: none. Abstentions: none. Absentees: none. Motion carried.

OPEN MEETINGS ACT TRAINING

City Clerk Cindy Smiley provided a brief explanation of the Illinois Open Meetings Act as it applies to the Commission, stating that all business of a public body must take place in public with proper notice so members of the public have an opportunity to participate if they wish. She noted that the quorum of the Commission is five members, with a majority of the quorum being three. She stated, therefore, that no more than two members may discuss City business outside a properly-noticed public meeting. She described for the members what constitutes a public meeting, including notice requirements. She informed the members that a public meeting is not just an in-person gathering, but also can be held via e-mail, telephone, and/or other electronic means. She urged the members to communicate through Ms. Baker, explaining what constitutes a serial e-mail meeting.

Ms. Smiley explained that no action can be taken on an item unless it has been noticed to the public on an agenda.

Ms. Smiley then informed the Commission of the requirement that each member of a public body, whether elected or appointed, is required by the Act to complete the Open Meetings Act Training available online from the Office of the Attorney General within 90 days of taking office. She stated Ms. Baker will provide each member with the link that may be used to complete the training, noting the member must then print out a certificate of completion and provide same to Ms. Baker.

PUBLIC COMMENT

There was no comment forthcoming from the Public.

DIRECTION FROM THE CITY COUNCIL

QUESTIONS AND ANSWERS

PROJECT PRIORITIES

It is noted that a discussion ensued encompassing the three aforementioned agenda items.

Mayor Sager thanked the Commission members for providing this opportunity to speak with them. He expressed his appreciation for their willingness to serve, stating with 29 applicants selection was difficult on multiple levels. He stated the individuals selected rose to the top, however.

He stated when selecting the members, he tried to ensure there was exceptional representation with many different gifts and talents to bring to the table. He noted these gifts and talents, along with

the experience and tenure of staff members within the municipality will bring a strong depth, breadth, and insight to the project and will give a variety of ideas and viewpoints. He noted the Commission will be able to contribute significantly to the success of the project and again expressed his gratitude.

Mayor Sager also expressed his appreciation to staff, noting Ms. Baker has been engaged in Planning and Historic Preservation efforts for many years. He stated she is a professional with a passion for historic preservation in Woodstock and has joined in working on the Old Courthouse and other historic buildings in Woodstock.

He then stated Economic Development Director Garrett Anderson will also be working with the Commission, stating the City is extremely blessed that Mr. Anderson has decided to come to Woodstock from Branson, Missouri where he also served as the Economic Development Director. He stated it is important to have an economic development element as well as a historic preservation element in this project.

Mayor Sager then introduced City Clerk Cindy Smiley and City Manager Roscoe Stelford explaining their roles and interaction with the Commission, noting Mr. Stelford is particularly dedicated to this project because he realizes the importance of the building and its potential in the downtown area. He also noted Susan Stelford's interest in moving forward with the Friends of the Old Courthouse fundraising not-for-profit.

Mayor Sager reiterated if there is an issue, concern, or question, the Commission's first person to contact is Ms. Baker. He stated while he is confident the issue will be resolved, if further information or discussion is needed, the next person to go to would be Mr. Stelford. He noted that while he does not want the members to feel they cannot contact him or any other Council members, the Mayor and City Council normally do not attend meetings and get involved with the business of the Commissions. He stated this is because the Council does not want the Commissioners to feel the Council is trying to influence the Commission, with the Commission discussions left to the members. He noted it is the Commission's responsibility to advise the Council and to provide their best input and opinions, with the decisions being made by the City Council. He stated Council takes in all information, using the information from the Commission as well as other information from other sources to make decisions. Mayor Sager stated if the Commission wishes to have a Council member attend one of their meetings, this should be communicated to Ms. Baker.

In response to a question from J. Prindiville, Mayor Sager stated Commission members should feel free to answer any questions from the public concerning the Commission's deliberations or discussions as the public may be looking to them for information. The Mayor stated if the question has to do with financial matters or how the municipality has dedicated funds or prioritized things already, those questions should be referred to Ms. Baker.

Mayor Sager then discussed the enabling ordinance, including the powers and duties of the Commission as outlined in Section B. He asked the members to read and become familiar with the ordinance. He noted that one of the duties identified in the Ordinance is to inform and educate the public, noting this way the public will get information from individuals who are intimately familiar with the project.

Mayor Sager then discussed duty #4, "To create and forward a common vision for ownership and use of the buildings for consideration and approval by the City Council," stating this will be difficult for the Commission, the City Council, the residents, and the taxpayers. He gave the Commission some background on how this particular issue has evolved since the City gained ownership of the buildings, noting the City was aware this was a historic building with many needs and significant costs. He stated Council weighed what they felt to be a significant commitment against the value of the building from a historic perspective, a cultural perspective, an aesthetic perspective, and an economic development perspective. He stated Council realized the choice between clearing the property vs. maintaining this historically-significant, culturally-significant economic engine was truly not a difficult decision even though Council did not know what the end goal would be.

Mayor Sager then detailed for the Commission the RFP process that was entered into and the responses that were received. He noted the underlying question for the proposals that were received was economic viability and long-term sustainability, with both proposals being rejected. He stated this opened Council's eyes to the fact that perhaps it would be acceptable and manageable for the City to retain ownership of the property, with the decision yet to be made.

Mayor Sager then detailed the TAP process, information on which has been provided to the Commission. He noted the panel's recommendation to appoint an advisory commission that would provide additional expertise led to this body and this evening's meeting.

Mayor Sager asked the Commission members to think about their vision for the building.

Mayor Sager then discussed duty #5, "to investigate and promote fund development and procurement supportive of long-term sustainability of the buildings," noting this could be in the form of a private entity, a foundation, or a grant for example. He reminded the members the City has a professional grant-writer who is available to help them identify grant opportunities. He also noted the Commission could tap into Mr. Anderson's expertise to look at fund generation from the private sector.

Mayor Sager also stated there is a question about the process that would provide for management of the buildings, with Council believing that down the road this is appropriate if the City is to be the long-term steward of the buildings. He gave the example of John Scharres, Managing Director of the Opera House, as such a manager of a public building. He noted the difference would be that there would be lease arrangements for other entities who would occupy the Old Courthouse and Sheriff's House, with the City acting as landlord.

Mayor Sager noted the Old Courthouse has the potential to be a mixed use facility that will help to revitalize the downtown area with people having access to the beautiful buildings. He stated the type of mixed uses that would invigorate the downtown must be determined, noting that Council does not really feel residential is the best use of the buildings.

Mayor Sager stated his wish that the Commission begin by getting a broader sense from the community of what they would like to see in the building rather than addressing the ownership question. This could be done in a variety of ways, including community survey, focus groups, tap into select areas of expertise such as the [Richard H.] Driehaus Foundation.

Nancy Baker discussed the Richard Driehaus' support of historic courthouse projects, via Landmarks Illinois. She also noted there are other professionals who could come in and share their knowledge.

In response to a question from D. Stumpf concerning the City's vision for the building, Mayor Sager stated there has been some very tentative discussion about the City of Woodstock being the ultimate user of the facility by moving City Hall into the Old Courthouse and then turning the current City Hall into private hands because it might be more marketable. He noted in terms of the downtown area, there is a broader vision which is a unique commercially-viable area with residential above the buildings on the Square and around the Square. He stated it is important to understand the 2020 Vision Statement which states the Square is a dining and entertainment area and, further, the City has worked hard at this for a number of years, in a number of ways such as all of the events held on the Square. He noted the City's support of outdoor dining and bringing in more restaurants.

In response to a question from D. Stumpf concerning the desire to maintain access to the buildings for the Public, Mayor Sager stated it is hoped that as much access for the public as possible is preserved. He stated in response to further questioning from Mr. Stumpf that use of the building by a school or educational institution has not been ruled out, but this becomes a financial question and a question of long-term viability.

Mayor Sager stated another task which requires the Commission's imminent attention is to assist City Staff with the review and prioritization of the necessary capital improvements

Some of the significant improvements already made were discussed including replacement of the dome and roof, environmental clean-up, work on the soffits to seal the building, significant work on the stairways, significant work on the stairwells at the Sheriff's House, brick work, windows at the Sheriff's House, and location of a restaurant in the Old Courthouse.

Mayor Sager asked the Commission to consider what the next priorities should be and how the TIF dollars dedicated to this project are going to be expended. He noted there is a large list of priorities to be considered.

In response to a question from T. Townsend-Kise concerning what has been done to show the public what has been accomplished thus far, N. Baker stated there was a website dedicated to the Old Courthouse and efforts are underway to move this to the City's new municipal website. Mayor Sager noted that Economic Development Coordinator Krista Coltrin will be working on publicizing the "before and after" of the project.

In response to a question from D. Stumpf concerning the timeframe for prioritization of work, R. Stelford stated to be included in the budget, the information must be received in February. Mayor Sager noted while this is a tight timeframe, the City has already completed some of the highest-priority items and Staff is familiar with the list and has a good feeling for what should come next. In response to a question from T. Doornbosch, Mayor Sager stated he feels the priority listing is on the right track but would like the Commission to review the listing and give its opinion. N. Baker noted the approach that was taken was to begin with the projects that would best seal the building and protect it from the elements to help deter further deterioration.

A discussion followed of how to proceed with the prioritization with D. Stumpf suggesting that the list provided in the packet be put in priority order with budgetary figures included to then be considered and discussed at the February meeting.

Mayor Sager stated in addition to the duties already discussed, another would be for the Commission to make a recommendation on what it believes to be the highest and best use for the buildings. He noted the City Council has discussed with the Economic Development Department the development of a targeted marketing plan for the building, but there needs to be a consideration of what the highest and best use is to develop the plan. In addition, the Commission should also discuss and consider whether the City should remain a municipal steward and retain ownership of the building in order to develop this highest and best use, or would it best be accomplished through private ownership. He stated the determination that private ownership is the best route would mean another RFP process, but this cannot be initiated without an idea of the highest and best use.

A discussion followed of suggested steps and methodology to be used to accomplish the aforementioned duty items. D. Stumpf stated that surveying the users and the residents would provide much-needed information and suggested that some surveying could be done at community events. He also suggested providing tours of the building so that people could have an idea of what the City is dealing with. N. Baker pointed out there are safety concerns in certain portions of the building that may preclude tours. Mayor Sager urged the group to not just rely on surveys, noting the importance of sector focus groups. In response to a question from T. Townsend-Kise, Mayor Sager stated his belief that Council would be supportive of surveying individuals outside of Woodstock.

In response to a question from J. Prindiville concerning Council's desire to have a restaurant located in the building, Mayor Sager noted it was not just the desire of the Council but the residents as well. D. Stumpf noted part of the sustainability of the building use is having some type of commercial aspect.

J. Prindiville expressed his opinion that the question of ownership is fundamental, as anyone who may want to do anything with the building will want to know about ownership. Mayor Sager stated the approach that has been laid out is a logical one with the surveys identifying information concerning what people would like to see in the buildings which then could lead to the question of ownership. He noted Council would like to have more information from the Commission and the public. He stated the City must continue to make improvements to the building to protect it. He also noted there is a limited amount of time left on the TIF District which is funding the improvements.

In response to a question from R. Stelford concerning the TIF, R. Stelford noted it provides for approximately \$640,000 in revenue, \$200,000 of which is pledged for bond payments for the Die Cast site. He noted the City also uses some of the funds to maintain the brick streets and Council has expressed support of dedicating \$150,000 for completion of the stone veneer around the Park in the Square, leaving approximately \$250,000 for projects.

D. Stumpf stated it would seem for the February meeting the Commission should have a short list of projects, in priority order if possible.

A discussion of the windows project ensued with N. Baker noting this project includes overall restoration or replacement of every window. She stated she will not have a cost estimate before February because the architectural report must be available before a firm number can be determined. In response to a question from D. Stumpf, Ms. Baker indicated the window project will cost more than the allotted \$250,000 and will include the necessary masonry work also and that this is thought to be the most critical element needed to protect the properties. Ms. Baker stated that there is also a safety concern with the windows as they stand right now, with some of the windows broken and the frames rotted. Mr. Stumpf noted the Sheriff's House windows look really good and that windows are use-neutral, not tied to a specific use. J. Prindiville disagreed noting some tech uses would require specialized windows.

A discussion followed of whether completion of the windows would narrow the pool of users and of various types of windows. Ms. Baker noted the historic nature of the building which requires certain specifications and to try to restore what is there. Mr. Prindiville opined that other types of windows can be used in a historic building. He further opined that the masonry work should come before the windows, which could be boarded up. D. Sandquist stated he would hate to see the windows boarded up, noting he was approached by a member of the community who complained about the boarded-up windows in the Sheriff's House when that was the case for a short time. He stated he feels this would send a bad message to the community. J. Kurtz-Osborne noted the tenants located in the building must be respected and efforts should be made to keep it as aesthetically pleasing as possible. A discussion followed of energy-efficiency and how insulated glass windows could be used in the building. N. Baker indicated she would be happy to give the Commission a more thorough look at the windows so they can see the problems identified. J. Campion noted the TAP report concluded that it is critical to complete stabilization as soon as possible.

N. Baker stated the Historic Preservation Commission will strongly support restoration and to go back to what was authentic to the building at a certain date. T. Doornbosch noted from a preservationist's point of view it would need to go back to a certain era and that someone who would choose modern would choose another building. She stated there are very specific guidelines from an historic preservation aspect.

Motion by J. Campion, second by D. Stumpf, to continue this discussion to the February meeting with staff to provide a more complete list of projects along with estimates of costs and available funding and, further, to identify window options including those with multiple panes and to look into replacing every window in the building with matching windows. Ayes: L. Anderson, J. Campion, T. Doornbosch, J. Kurtz-Osborne, J. Prindiville, D. Stumpf, T. Townsend-Kise, J. White, and Chairman D. Sandquist. Nays: none. Abstentions: none. Absentees: none. Motion carried.

WORK PLAN

N. Baker stated that Mayor Sager and the previous discussion covered this item. She asked the Commission if they desired any additional information.

D. Stumpf indicated the Commission would like some thought on how it can gather the requested input. Discussion followed of the methodology that can be used. Suggestions including tapping into the marketing expertise of those on the Commission, asking staff to develop a survey, and

hiring an outside professional firm. It was noted that the latter would require a request to City Council to allocate funds in the budget.

D. Stumpf stated the Commission should seek the following information: What does the community desire? What does industry desire? What do developers desire? He opined that the focus should first be on the community.

In response to a question from T. Doornbosch, G. Anderson stated that staff is not ready to market the building without the vision.

At the suggestion of D. Stumpf, it was the consensus of the Commission that the discussion of the community input process be continued to the next meeting with a budget for same included.

J. Campion requested a list of all projects that have been completed as people have asked what has been done and how much has been spent.

N. Baker noted she would take the priority list previously provided and separate the items into accomplishments and costs and separate out the new priority list with estimated costs. Mayor Sager requested that she also provide "pre" and "post" pictures.

D. Stumpf asked if the City provided photographs for inclusion with newspaper articles. N. Baker noted that she has also provided tours for reporters from the Northwest Herald and the Woodstock Independent.

ELECTION OF VICE CHAIRMAN

Following discussion of the Vice Chairman position and those who may be interested in serving, J. Kurtz-Osborne nominated David Stumpf to serve as Vice Chairman of the The Old Courthouse and Sheriff's House Advisory Commission.

Ayes: L. Anderson, J. Campion, T. Doornbosch, J. Kurtz-Osborne, J. Prindiville, T. Townsend-Kise, J. White, and Chairman D. Sandquist. Nays: none. Abstentions: D. Stumpf. Absentees: none. Motion carried

ADJOURN

Motion by J. Prindiville, second by D. Stumpf, to adjourn this meeting of The Old Courthouse and Sheriff's House Advisory Commission to the next meeting scheduled for Monday, February 15, 2016, at 7:00PM in the Council Chambers at City Hall. Ayes: L. Anderson, J. Campion, T. Doornbosch, J. Kurtz-Osborne, J. Prindiville, T. Townsend-Kise, D. Stumpf, J. White, and Chairman D. Sandquist. Nays: none. Abstentions: none. Absentees: none. Motion carried. Meeting adjourned at 9:18PM.

Respectfully submitted,

Cindy Smiley
City Clerk