

DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES



Planning Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, AICP, Director

DATE: September 6, 2007

SUBJECT: An Ordinance Revising the Annual Budget Ordinance (Windows Workshop Grant)

Description

City Council is requested to adopt an Ordinance revising the Annual Budget Ordinance in order to receive a windows workshop grant from the Illinois Historic Preservation Agency in the amount of \$3,150 and to authorize the expenditure of this money.

Background

In November 2006, City staff applied for grant funding to host a one-day public education workshop on repairing and restoring historic wood windows. The total grant amount requested of the State was \$3,150. This amount was to be matched by \$1,350 worth of City staff time and other commitments. The Historic Preservation Commission applied for the grant to educate the public about the financial and social benefits of repairing rather than replacing historic windows.

The Commission has experienced some concern about historic landmark and district designation based on the idea that maintaining historic windows is more costly than replacement. For example, the owner of the Royer House, a local landmark, applied for a Certificate of Appropriateness in 2006 to replace all 64 original wood windows in an effort to save on energy costs. Many of the windows were in good condition and appeared to be repairable at a much lower cost than installing new custom-made windows.

Staff was notified of the success of the grant request in February 2007. The signed grant agreement and other required paperwork were submitted to the State in April 2007.

The workshop was held on Saturday, August 25, 2007 at the Independent Media Center. It was very well attended, with over 50 people attending the morning lecture session. Jeffrey Gordon, a Research Specialist in Building Technology at the University of Illinois' School of Architecture, gave an introduction to and an overview of historic wood windows. Robert Yapp, a preservation expert with over 20 years experience in historic preservation, gave a lecture and a demonstration on how to repair and restore old windows cost effectively, including how to make existing wood windows as energy efficient as replacement windows. The afternoon session, a hands-on workshop conducted by Robert

Yapp, was limited to 24 people. That session filled 3 weeks prior to the workshop and had a waiting list of over 20 persons.

The work outlined in the grant application has been completed. The only remaining task is a completion report for the Illinois Historic Preservation Agency. This task will be completed by the end of September.

Fiscal Impact

The windows workshop grant will not have a fiscal impact upon the City. The City's match funds are in-kind, staff time.

Recommendation

Staff recommends that Council adopt the attached Ordinance Revising the Annual Budget Ordinance to allow the City use of the windows workshop grant award.

Prepared by:

Rebecca Bird, Planning Intern

Attachments: Draft Ordinance
Grant Application
Windows Repair Workshop Promotional Materials

Cc: Historic Preservation Commission
Elizabeth Tyler

ORDINANCE NO. 2007-09-106

**AN ORDINANCE
REVISING THE ANNUAL BUDGET ORDINANCE
(Windows Workshop Grant)**

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2007, and ending June 30, 2008, (the "Annual Budget Ordinance") has been duly adopted according to sections 8-2-9.1 et seq. of the Illinois Municipal Code (the "Municipal Code") and Division 2, entitled "Budget", of Article VI, entitled "Finances and Purchases", of Chapter 2, entitled "Administration", of the Code of Ordinances, City of Urbana, Illinois (the "City Code"); and

WHEREAS, the City Council of the said City of Urbana finds it necessary to revise said Annual Budget Ordinance by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves; and

WHEREAS, funds are available to effectuate the purpose of such revision; and

WHEREAS, such revision is not one that may be made by the Budget Director under the authority so delegated to the Budget Director pursuant to section 8-2-9.6 of the Municipal Code and section 2-133 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Annual Budget be and the same is hereby revised to provide as follows:

FUND:	Comm. Development Special	
INCREASE EXPENSE	Windows Workshop	\$3,150
INCREASE REVENUES	State Grant	\$3,150

Section 2. This Ordinance shall be effective immediately upon passage and approval and shall not be published.

Section 3. This Ordinance is hereby passed by the affirmative vote of two-thirds of the

members of the corporate authorities then holding office, the "ayes" and "nays" being called at a regular meeting of said Council.

PASSED by the City Council this _____ day of _____,
_____.

AYES:

NAYS:

ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
_____.

Laurel L. Prussing, Mayor



**Illinois Historic
Preservation Agency**

1 Old State Capitol Plaza • Springfield, IL 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

February 22, 2007

Rebecca Bicksler, Planner
City of Urbana
400 S. Vine Street
Urbana, IL 61801

Proposed Project Timeline - Please review

Project Begin Date: **10/1/2006**

Project End Date: **8/31/2008**

Final Completion Report and
Billings Due: **9/30/2008**

RE: Urbana Historic Windows Workshop

GRANT NUMBER CL20070143

Congratulations! I am pleased to inform you that your application for a 2007 Certified Local Government Grant has been selected for a grant award. We will contact you soon to discuss your grant, particularly any modifications we are suggesting for your scope of work, budget, or timeline.

You may already know that the Illinois budget for federal Historic Preservation Grants is not yet finalized. You should be mindful that payment under the Certified Local Government grants is always subject to an award of sufficient funds to Illinois by the Federal Government.

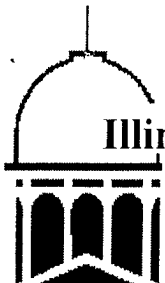
It is important that grants be recorded in the state's accounting system as soon as possible after they are awarded. To expedite that, you will find a grant agreement and other required paperwork enclosed with this letter. The forms should be signed and returned to IHPA no later than May 1, 2007. This allows about 60 days for you to resolve any questions or concerns, discuss the grant agreement at the local level, and get the agreement signed by the proper authority.

If you have any question or need training, please do not hesitate to phone Ted Hild, Grants Administrator at (217) 785-4993 or your IHPA project manager listed below. We are very happy to help you with your grant, because your success is also our success. You are to be commended for your preservation efforts that serve the citizens of Illinois.

Sincerely,

Robert J. Coomer
Director

IHPA Project Manager	Catherine O'Connor
Name and Number:	(217) 785-5730



Illinois Historic Preservation Agency

1 Old State Capitol Plaza • Springfield, IL 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

GRANT AGREEMENT

Grantee/Sponsor: **City of Urbana**
 400 S. Vine Street
 Urbana IL 61801- Champaign County

Grant Number: **CL20070143**

Project Name: **Urbana Historic Windows Workshop**

Grant Term: October 1, 2006 to September 30, 2008 or upon signature of Director

General Description of Project/Scope of Work:

Urbana Historic Windows Workshop

Financial Breakdown

Total Project Cost: \$4,500.00
State Grant: \$3,150.00 (Maximum amount reimbursable under this agreement.)
 Local Match: \$1,350.00

Incorporations

The following items are hereby incorporated into this Grant Agreement:

- ATTACHMENTS: General Provisions, Special Conditions
- APPLICATION MATERIALS: Grant Manual: *Certified Local Government Grant Program FFY2006*
- ON FILE SEPARATELY: IRS W-9 form, Assurances, US Dept of Interior Certifications

Disclosure Certification

Under penalties of perjury, I certify that **376-00-0524** is my correct Federal Taxpayer Identification Number (FEIN). I am doing business as a:

Not For Profit Corporation Government Entity Other _____

URBANA CITY OF

agency name as shown on W-9

Signatures

STATE OF ILLINOIS

GRANTEE/SPONSOR

signature

Robert J. Coomer

printed name

Director, IHPA

title and agency name

date

signature

Elizabeth H. Tyler

printed name

Community Development Director
City of Urbana

title and agency name

4/23/07

date

**STATE OF ILLINOIS
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- (l) *The Illinois Human Rights Act, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, The Public Works Employment Discrimination Act, and the Business Enterprise of Minorities, Females and Persons with Disabilities Act.*
- (m) Section 33-E3 or 33-E4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 720 ILCS 5/33E)
- (n) Discriminatory Club Dues (775 ILCS 25/1)
- (o) *The Prevailing Wage Act* (820 ILCS 130/0.01 et seq.) and *The Interagency Wetlands Policy Act* (20 ILCS 830/1 et seq.)
- (p) Historic Preservation Fund grants must conform to the provisions of 18 U.S.C. 1913.
- (q) Single Audit Act of 1984.

GRANT PROJECT

WORK RULES: All work to be performed pursuant to this Agreement will be completed in accordance with: the "Secretary of the Interior's Standards and Guidelines for Rehabilitation" or the "Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation" (copy available from the GMS); the grant proposal as approved by IHPA; and any plans and specifications which were submitted to and approved by the Illinois Historic Preservation Agency.

DESIGNATED ADMINISTRATOR: Grantee shall notify Grantor in writing of the person(s) designated by the Grantee to administer the grant on behalf of the Grantee, sign required reports, submit billings, and shall provide written notice of any changes in that designation.

APPROVAL OF WORK: The Grantor shall approve all work undertaken with grant funds. Changes in the scope of work, timeline, products, or budget must have prior written approval of the Grantor. The execution of this Agreement is not authorization to begin work. Once specific work plans have been reviewed and approved, a "Begin" letter from IHPA will authorize commencement of the work.

AMENDMENTS: Except for minor changes to work timeline, budget allocations, or scope of work, this agreement may be amended only by a written amendment signed by both parties.

GRANT TERM: All costs charged to the grant must be incurred within the grant term. The grantee must have prior written approval from the Illinois Historic Preservation Agency for any deviation from the grant term requirements.

TIMELINE: An approved timeline must be on file with the Illinois Historic Preservation Agency within 30 days of the date of this Agreement. The grantee must meet the performance milestones and other due dates in the timeline regardless of the term of the contract.

DURATION: This Agreement shall become effective on the date of signature by the Illinois Historic Preservation Agency. It shall remain in force until 1) the grant term expires, 2) full completion of work and final payment, or 3) termination of the grant.

PROGRESS REPORTING: Acceptable Progress Reports (IHPA Form 7) must be submitted to the GMS Office on or before the 10th of every month for the previous review period (month or quarter).

PRODUCTS: Both interim (draft) and final products must be approved by the Grantor. Those which do not conform to the terms and conditions of this grant agreement or which do not meet the Secretary of the Interior's Standards must be corrected within the grant term or the Grantee will not be reimbursed.

COPYRIGHT, PATENTS, TRADEMARKS: No work produced under this Agreement shall become in whole or in part the subject of any application for copyright, patent, or trademark. Products and reports produced under this Agreement shall become the property of the State of Illinois, including any rights that

**STATE OF ILLINOIS
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otherwise might be available to the Grantee under copyright, patent, and trademark laws. Grantee specifically agrees that the compensation provided for hereunder also includes such rights to the State.

COMPLETION: A completion report is due 30 days from the end of the project. The required content and format of completion reports is described in specific detail in the Grants Manual. All completion reports must contain a narrative (a. through f.) and a spreadsheet (g.) as shown below, but certain grant types have additional narrative requirements or products required:

- a. A complete description of the project components. For construction projects, include clear, labeled photographs of the completed project.
- b. An assessment of the degree of success achieved by the project.
- c. A description of all promotional and publicity activities involved in the project. This should include copies of all newspaper articles, handouts, news releases, etc.
- d. Resumes relating relevant experience for the principal individuals or firms engaged in the project.
- e. At least two copies of any publications including brochures, guidebooks, newsletters, planning documents, videotapes, or any other items prepared for distribution or implementation as local policy.
- f. A discussion of the problems that were encountered in the implementation of the project.
- g. A Fiscal report formatted as follows:

Final work-cost breakdown (Actual vs. Planned).

Item	Budgeted Amount	Actual Cost	Difference
TOTAL			

Donor (individual, government, etc.), Source (private funds, state funds, etc.), Kind (volunteer time, cash, etc.), and amount of other federal or non-federal funds applied during the project period.

Donor	Source	Kind	Budgeted Amount	Actual Cost	Difference
TOTAL					

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FINANCIAL

FUNDING: Obligations of the State shall cease immediately if, in any fiscal year, the State of Illinois Legislature, the President, or the U.S. Congress fails to appropriate or otherwise make available funds for this contract. The State will use its best efforts to secure sufficient appropriations to cover this contract. The grantee acknowledges that this is a one-time grant which obligates neither the grantor nor the State of Illinois to provide further funding for completion or continuation of projects or ongoing costs of any future undertakings incurred by the grantee.

FINANCIAL RECORDS: The Grantee shall maintain an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet grantee needs. If the grantee receives federal funds as a result of this Agreement, they shall comply with the Single Audit Act of 1984 and, if required under the Act, will forward the most recent audit performed under the Single Audit Act of 1984 to the Historic Preservation Agency with this signed agreement.

CONTRACTING: The Grantee shall provide the Grantor with copies of Requests for Proposals, Requests for Bids, or other requests for goods or services exceeding \$25,000 or for professional services exceeding \$20,000. A copy of the resulting agreement shall be retained as part of the permanent grant record. Selected professional contractors must meet the minimum qualifications in 36 CFR Part 61.

COMPENSATION: This Agreement will be paid on a reimbursement basis only upon receipt of acceptable proof of expenditure, except that the last 20% of the grant will be disbursed after Grantor's acceptance of final completion report in accordance with the applicable program manual.

RETENTION OF RECORDS: The Grantee shall maintain and preserve for a period of five years after date of final payment to Grantee and during that period shall produce, upon request of the agency, all books, accounts, reports, files, data, electronic records, and other evidence pertaining to costs incurred by Grantee in connection with this agreement for the purposes of audit. The five year period begins after all payments, litigation, audits, and claims are closed. Records of durable property will be kept for five years beyond the final disposition date.

AUDIT: IHPA reserves the right to require or conduct a Financial/Compliance Audit if it deems such action to be in the best interest of the State of Illinois.

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HISTORIC PRESERVATION AGENCY
GRANT AGREEMENT**

Special Conditions – Heritage Grants Program

COVENANT: By signing this Agreement, the Grantee agrees that for a period of five years from the date of completion of the project, any and all improvements to the property must conform to the "Secretary of the Interior's Standards and Guidelines for Rehabilitation" or the "Secretary of the Interior's Standards for Archaeology and Historic Preservation", regardless of the funding source for the improvement. If the grant exceeds \$25,000, the period is ten years.

CONTINUED MAINTENANCE AND REPAIR: The Grantee shall assume the cost of continued maintenance and repair of the property which is the subject of this agreement so as to preserve the architectural, historical or archaeological integrity of the same, and that no visual or structural changes will be made to the property without prior written permission of the Grantor for a period of five years commencing at the completion of the project.

ACKNOWLEDGMENT: The Grantee will provide proof that the IHPA project sign (provided by grantor) was publicly displayed during the grant term. Any and all publications of any type produced through this grant, including audio-visual materials, must bear the Illinois Historic Preservation Agency logo and acknowledgment.

PROGRESS REPORTING: Reports are due **quarterly** by:
October 10th for July, August, and September
January 10th for October, November, and December
April 10th for January, February, and March
July 10th for April, May, and June

Special Conditions – Certified Local Government Grants Program

LAWS: This Agreement shall be construed in accordance with the National Register Programs Guidelines (NPS-49) issued by the National Park Service, Department of the Interior.

CERTIFIED LOCAL GOVERNMENTS: Applicants must be eligible for grant funds under the Department of the Interior rules for certified local governments, and must have maintained good standing as a certified local government for the duration of the grant to receive final payment.

COMPLETION: Certified Local Government Grantees must provide six copies of publications or other products to allow for distribution at the federal level. Certain products do not easily lend themselves to this requirement. See the manual or contact the GMS for specific exceptions.

BILLING: The IHPA Billing Form #6 may be submitted monthly, but at a minimum must be completed each September 30 that falls within the project timeline and at the end of the project.

PUBLICATIONS: All publications must have prior written approval by the Illinois Historic Preservation Agency before publication. If written approval by the IHPA is not given, all costs pertinent to the publication may be disallowed.

ACKNOWLEDGEMENT: Any and all publications of any type produced through this grant, including audio-visual materials, must bear the Illinois Historic Preservation Agency logo and acknowledgment. All meetings, publications, and products must acknowledge the NPS and include required Civil Rights, ADA, and Equal Rights language or bulletins per the instructions in the Grant Manual.

PROGRESS REPORTING: Reports are due **monthly** by the 10th of the next month:
June 10th for May, July 10th for June, and so on for all 12 months.

ASSURANCES – NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington DC 20503.

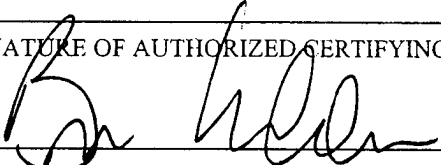
PLEASE DO NOT RETURN YOUR COMPLETED FORM THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program, If you have questions, please contact the awarding agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR, 900, Subpart F).
6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps, (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse, (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and j) the requirements of any other non-discrimination Statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles 11 and [I] of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
10. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (c) notification of violating facilities pursuant to EO 11738; (d) protection of wetlands pursuant to EO 11990; (e) evaluation of flood hazards in floodplains in accordance with EO 11988; (f) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (g) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, a., amended (42 U.S.C. § 7401 et seq.); (h) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (i) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. If 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), E.O. 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

SIGNATURE AUTHORIZATION

1. The following person(s) are authorized to sign the agreement and any financial or scope of work amendments.

Name Title Signature

[Handwritten Signature]

Name Title Signature

by:

Signature

Printed Name, Title, and Organization

2. The following person(s) are authorized to sign the grant management documents certifying such things as monthly reports of work completed, expenditures, volunteer and paid time, except that they may not verify their own time worked.

Elizabeth Tyler Community Development Director *[Signature]*
Name Title Signature

Robert A. Myers, Planning Manager *[Signature]*
Name Title Signature

Rebecca Bird Planning Intern *[Signature]*
Name Title Signature

Name Title Signature

by:

Name

Printed Name, Title, and Organization

Contact: Rebecca Bird
400 South Vine Street
Urbana, IL 61801
Tel. (217) 384-2440
Email: rlbird@city.urbana.il.us



FOR IMMEDIATE RELEASE—July 10, 2007

The Urbana Historic Preservation Commission Presents

The Window Repair Workshop

“Old Windows Aren’t a Pane—They’re a Gold Mine”

The City of Urbana’s Historic Preservation Commission is hosting a historic windows workshop. The workshop will be held on Saturday, August 25th at the Independent Media Center (the Old Post Office), 202 S. Broadway in downtown Urbana.

The workshop will be an introduction to:

- Repairing and restoring old windows cost effectively, and
- Making existing wood windows as energy efficient as replacement windows.

A **morning lecture** (8:30am – 12:00pm) will include presentations on “why” and “how to” repair historic wood windows. An **afternoon workshop** (1:00pm – 5:00pm) will provide participants hands-on experience in wood window repair demonstrating cost effective and energy efficient methods.

Registration required---limited spaces available. The afternoon session has extremely limited availability, and participants will be asked to bring a few basic tools. (Call for details.) To register, contact Rebecca Bird at the City of Urbana, (217) 384-2440, or by email at rlbird@city.urbana.il.us.

This project was made possible by a grant from the Illinois Historic Preservation Agency and sponsorship from the Independent Media Center.

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The Urbana
Historic Preservation Commission Presents

The Window Repair Workshop

free registration

"Old Windows Aren't a Pane
-- They're a Gold Mine"

A Primer On

- How to cost effectively repair & restore old windows
- How to make old windows as energy efficient as replacement windows

Saturday, August 25
8:30 am - 5:00 pm

At the Independent Media Center
202 S. Broadway, Urbana



Limited availability
-- registration required
To register, call Rebecca Bird at
the City of Urbana, 217-384-2440

www.city.urbana.il.us

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