

June 17, 2026
Rockford, Illinois

RESOLUTION
26 – 0602
APPROVAL OF HISTORIC NOMINATION WRITER

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved \$ 10,000.00 to be used for writing a nomination to the National Register of Historic Places for the Holt House and Severson Barn as part of the 2026 Capital budget; and,

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved that the Holt House and Severson Barn be nominated for National Register of Historic Places at the March 18, 2026 Board meeting; and,

WHEREAS, the Save the Holt House Committee has offered to bridge the financial gap between the budgeted amount and the actual amount being approved using donations and grants; and,

WHEREAS, an ad hoc committee existing of two Board members and two Staff members reviewed all submissions and interviewed the top three candidates; and,

WHEREAS, the ad hoc committee recommends awarding the work to JLK Architects.

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approves JLK Architects to complete the research, writing and submission of the Holt House and Severson Barn to the National Register of Historic Places for the total cost of \$16,750.00, and allow the Executive Director to enter into a contract for the work to be completed.

Voting YES 6 Voting NO 0 Abstained 0

The above and foregoing Resolution was adopted this 17th day of June, 2026.

That this Resolution shall be in full force and effect immediately upon its adoption.



Jeff Tilly, President
Board of Commissioners



Gloria Lind, Secretary
Board of Commissioners

June 12, 2026

**Winnebago County Forest Preserve District
Professional Services Agreement Letter**

Attention: Dan Olson
Executive Director
Winnebago County Forest Preserve District

Subject: Professional Historic Preservation Services
Preparation of a Nomination to the National Register of Historic Places
Holt House and Severson Barn

Dear Director Olson,

Johnson Lasky Kindelin Architects (JLK) is pleased to submit this Professional Services Agreement Letter to the Winnebago County Forest Preserve District for *Historic Preservation Services* for the National Register of Historic Places Nomination for the Holt House and Severson Barn in Winnebago County, IL.

Project Understanding

JLK understands that the Winnebago Country Forest Preserve District and the Save the Holt House committee have completed significant research and coordination to advance the NRHP nomination of the property. We understand that a Preliminary National Register Nomination Form was completed and submitted to Andrew Heckenkamp, Illinois SHPO National Register Coordinator, and that the property received positive support for nomination. We were supplied with the historic context and statement of significance, physical description, integrity statement, sketch plans, and photographs included in the Preliminary National Register Nomination Form for the Elijah Holt House and Barn. We understand that we will work with SHPO for listing under the appropriate NRHP Criteria, and that the period of significance will likely be explored through the 50-year cutoff for listing in the NRHP to include the Severson Barn and other improvements through 1976.

Scope of Professional Services

In accordance with the Project Understanding outlined above, JLK has developed the following Scope of Professional Services.

1. Kick-Off and Existing Documentation Review
 - a. JLK will organize and host a virtual Project Kick-off meeting with the Winnebago County Forest Preserve District and any Project stakeholders, such as the Save the Holt House committee. The purpose of the kick-off meeting is to establish common understanding about the Project timeline and facilitate information sharing.
 - b. JLK will review all available existing documentation, including the Preliminary National Register Nomination Form.
 - c. JLK will coordinate with the Winnebago Country Forest Preserve District and Save the Holt House committee to obtain existing resources and other known sources of information.

- d. JLK will prepare a research plan to guide further archival and desktop research.

2. Historic Research

- a. JLK will review the Architectural History, Biographical Research, and Site Evolution included in the Preliminary National Register Nomination Form and identify gaps for additional research and study.
- b. JLK will conduct archival investigations at Rockford's local history resources including:
 - i. Rockford Public Library, Local History and Genealogical Room
 - ii. Midway Village Museum
 - iii. Rockford Historical Society

3. Prepare Draft National Register Nomination Form

- a. JLK will prepare a draft nomination form (NPS 10-900 series) including all narrative sections, maps, and photographs. While drafting the nomination form, JLK will coordinate regularly with Illinois SHPO National Register Coordinator staff to ensure that the evaluation, research, and formatting are consistent with all state and federal standards. To do this, JLK will:
 - i. Prepare Statement of Significance: JLK will apply the NRHP Criteria for Evaluation and draft a statement of significance for each criteria that the property will be nominated under.
 - 1. Based on review of the Preliminary National Register Nomination Form, we understand that the Holt House might be eligible under Criterion A for its association with early settlement in Winnebago County; Criterion B for its association with the Holt, Colman, and Severson families; and Criterion C for its architectural significance as an Italianate style Limestone house built circa 1842.
 - ii. Prepare Property Description: JLK will write narrative descriptions of the environmental context and site and architectural descriptions of the exterior and interior of the Holt House and Barn. JLK will include an assessment of condition and historic integrity of all seven aspects (design, materials, workmanship, location, setting, feeling, and association).
 - iii. Delineate Boundary and Prepare Maps: JLK will delineate the National Register property boundary and author a narrative description. JLK will use ArcGIS to prepare a location map and a site plan map of the property, consistent with NPS standards.
 - iv. Capture High-Resolution Photographs: JLK will coordinate with the Winnebago County Forest Preserve District to schedule a site visit and capture high-resolution photographs, including captions and photographic key maps, to include with the nomination form according to NPS standards.
 - v. Prepare Sketch Plans: JLK will prepare sketch plans for inclusion with the nomination form which capture the circulation and spatial configuration within the Holt House and Barn.

Professional Historic Preservation Services Agreement Letter

Winnebago County Forest Preserve District
National Register Nomination for Holt House and Severson Barn
Winnebago County, IL



- b. JLK will submit the draft nomination form to the Winnebago County Forest Preserve District and the SHPO for one (1) round of review and comment. JLK will incorporate comments and review the nomination form based on feedback received.

4. Final Nomination Form and INRAC Presentation

- a. JLK will submit the final nomination form to SHPO and confirm the date of the INRAC presentation.
 - i. Based on the anticipated project schedule outlined in the RFP, final approval of the selected candidate for this work is anticipated by June 17, 2026. Considering the INRAC meeting schedule, we anticipate that the nomination will be presented at the February 2027 INRAC meeting, depending on draft nomination review period durations with the SHPO, Winnebago County Forest Preserve District, and any other project stakeholders.
- b. In coordination with the SHPO, JLK will prepare a slide deck presentation summarizing the nomination. JLK will submit the presentation to SHPO and Winnebago County Forest Preserve District for review and comment.
- c. JLK will attend the INRAC meeting and present the nomination to the council for review and approval.
 - i. Note: Kelsey Kuehn, JLK Senior Architectural Historian and Project Manager, currently sits on the council for the term of 2026 through 2028. Ms. Kuehn will excuse herself from voting during the INRAC meeting where the nomination is presented for review and approval.
- d. The nomination will be forwarded to NPS after the INRAC meeting. JLK will make minor edits on the final draft as requested.

Project Team

Key JLK Staff assigned to this Project are listed below. Additional staff from JLK will be assigned to support this Project as needed.

Meg Kindelin, AIA	President, Principal-in-charge
Kara Johnston, AIA	Director of Historic Preservation
Kelsey Kuehn	Senior Architectural Historian, Project Manager
JLK Staff	Additional Preservation Project Architects and Historians

Schedule

Upon execution of this Professional Services Agreement Letter, JLK assumes that Notice to Proceed (NTP) will be given and work will begin immediately with a tentative start date the week of June 22, 2026. JLK anticipates a 31-week project schedule which is subject to change pending the duration of SHPO review timelines and the INRAC schedule. The INRAC holds only three (3) meetings within a calendar year. In 2026, the remaining meetings are scheduled for June 26 and October 23. The February 2027 meeting (date yet to be announced) is the target for this NRHP nomination. Refer to the Proposed Project Schedule included in Attachment 1.

Owner Responsibilities

1. Winnebago County Forest Preserve District will provide JLK will all existing documentation

Professional Historic Preservation Services Agreement Letter

Winnebago County Forest Preserve District
National Register Nomination for Holt House and Severson Barn
Winnebago County, IL



available at or prior to the time of NTP.

- Winnebago County Forest Preserve District will coordinate with JLK to arrange access to the site.

Compensation

JLK will submit milestone invoices for all professional services performed under this agreement, inclusive of all reimbursable expenses (with support documentation) incurred and due to us. **Payments shall be due within thirty (30) days after the date of JLK invoice.**

JLK will perform the scope of professional services on a fixed-fee basis for the amount specified below.

JLK Fixed-Fee **\$15,950**

Milestone Billing Schedule:

Draft National Register Nomination Submittal to SHPO	75%
Final National Register Nomination Approval by SHPO	95%
Acceptance by Keeper of the Register	100%

JLK Staff Hourly Rates

Services will be billed at the following current 2026 hourly rates:

Position	Rate
Principal in Charge	\$275
Director	\$180
Senior Architect/Project Manager	\$144
Junior Architect/Project Manager	\$100
Senior Architectural Historian	\$127
Junior Architectural Historian	\$96
Intern	\$63
Administration	\$124

Reimbursable Expenses

Reimbursable expenses outlined below are estimated and will be billed at cost with supporting documentation.

Item	Estimated Cost
Travel for in-person meetings, site visits, and research visits - Rental Vehicles - Personal Vehicle Mileage - Gas - Tolls - Parking	\$600
Access Fees and printing, scanning, and photocopying fees related to in-person and remote research.	\$200

Exclusions

The following are excluded from this scope:

- Additional architectural or historic preservation design and consultation services beyond that which is described herein.
- Acting as an expert witness in any capacity.

Professional Historic Preservation Services Agreement Letter

Winnebago County Forest Preserve District
National Register Nomination for Holt House and Severson Barn
Winnebago County, IL



Terms and Conditions

1. No Guarantee Clause
 - a. JLK will prepare the NRHP Nomination to the best of our professional ability and in accordance with professional standards but cannot guarantee acceptance at the State or Federal levels.
2. Our services and obligations under this agreement shall be provided by us in conformity with the standards of care and skill of our profession.
3. To the maximum extent permitted by law, you agree to limit our liability to the sum of our fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

Letter of Agreement

JLK and Winnebago County Forest Preserve District accept this agreement, dated June 12, 2026, under which JLK will provide the professional services described herein for the Winnebago County Forest Preserve District. This Letter of Agreement, once signed by JLK and the Winnebago County Forest Preserve District, constitutes a binding contract. The scope of professional services and the terms and conditions of this contract are set out in this professional services agreement letter and constitute the entire agreement between JLK and the Winnebago County Forest Preserve District.

_____ Signature	_____ Signature
_____ Name: Meg Kindelin	_____ Name: JEFF TILLY
_____ Title: President and Owner	_____ Title: PRESIDENT
_____ Affiliation: JLK Architects	_____ Affiliation: WINNEBAGO COUNTY FOREST PRESERVE DISTRICT
_____ Date:	_____ Date: 6-17-26

Attachments:

1. Proposed Project Schedule

ATTACHMENT 1

