

Memo

To: Historic Preservation Consultant Selection Subcommittee

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: REQUEST FROM THE HISTORIC PRESERVATION COMMITTEE TO FUND THE REMAINING BALANCE FOR THE NOMINATION OF THE MIRAMAR DRIVE HISTORIC DISTRICT, THE ROGER MINAHAN HOUSE, AND THE HERMAN A. & LILLIAN GREILING HOUSE TO THE NATIONAL REGISTER OF HISTORIC PLACES

Date: 01 July 2016

The village received funds from the Wisconsin Historical Society Certified Local Government (CLG) Grant. The funds are to be used to hire a consultant to nominate the Miramar Drive Residential Historic District, the Roger Minahan House, and the Herman A. & Lillian Greiling House to the National Register. A stipulation of receiving the funds is to send out a RFP (request for proposal) to consultant firms who responded to the State's RFQ (request for qualification). The selection of the consultant is to be based on received proposals.

One consultant firm, Legacy Architecture, responded to the RFQ and was mailed the RFP. Legacy Architecture responded to the RFP. The Historic Preservation Committee has reviewed the project proposal and estimated project cost. Staff and the committee recommend moving forward with Legacy Architecture for the project. The project cost is \$16,400 for the nomination work of the Miramar Drive Residential Historic District, the Roger Minahan House, and the Herman A. & Lillian Greiling House to the National Register. However, the amount eligible to be reimbursed by the CLG Grant is \$12,200.

The committee requests that the Village Board fund the remaining balance of the project (\$4,200), so as to continue with the current historic preservation momentum in the village. The options to fund the project include the General Fund or the 2017 budget. If the project is funded with the 2017 budget, some of the work will not be able to be completed until spring (there are some efficiencies with doing the project all at once that will reduce the overall cost of the project).

The Village Board is asked to make a motion on whether or not to fund the project. If the decision is to fund the project, a motion should be made as to how the Board wishes to fund the project.

Copies of the Legacy proposal will be emailed to the Board. Copies will also be available for review at the Village Hall.