

**HISTORIC PRESERVATION COMMISSION  
OF THE CITY OF PLATTEVILLE**



**AGENDA**

**TUESDAY, AUGUST 17, 2021 – 6:00 P.M.**

**COUNCIL CHAMBERS IN CITY HALL – 75 N. BONSON STREET**

1. Call to Order
2. Approval of Minutes from July 20, 2021
3. Action Items:
  - a. Request For Bids – NRHP Nomination for 230 Market St. and 315 N. Second St.
4. Discussion Items:
  - a. Update – Request to Amend Designation of 130 Market Street
  - b. Council Review of Commission Approval Procedures
  - c. Commission Meeting Rules (Input to Council regarding virtual and hybrid meetings, meeting time, meeting location)
5. Citizen Comments
6. Announcements/Upcoming Items
7. Next Meeting Date: Tentative – September 21, 2021 at 6 pm
8. Adjourn

# HISTORIC PRESERVATION COMMISSION OF THE CITY OF PLATTEVILLE



## MINUTES

TUESDAY, JULY 20, 2021 – 6:00 P.M.

COUNCIL CHAMBERS IN CITY HALL – 75 N. BONSON STREET

MEMBERS PRESENT: Beth Frieders, Ken Kilian, Garry Prohaska, Bill Cramer

ALTERNATES PRESENT: None

MEMBERS ABSENT: Ben Seigel

STAFF PRESENT: Ric Riniker, Joe Carroll, Adam Ruechel

OTHERS PRESENT: Jeff Haas, Lisa Haas, Terry Burns, Krystal Prohaska, Laurie Graney

### Call to Order

Chairman Kilian called the meeting to order.

### Public Hearing: Request to Amend Historic Designation of 130 Market Street Property

#### a. Staff Presentation

Carroll provided a summary of the process. The owners of the property at 130 Market Street submitted a letter requesting an amendment to the historic designation of the property. The ordinance requires the Commission to hold a public hearing after providing adequate notice as provided in the ordinance. The Commission then makes a recommendation to the Council, who makes the final decision. The item will be on the Council agenda for information/discussion at the July 27<sup>th</sup> meeting, and for action at the August 10<sup>th</sup> meeting.

#### b. Applicant Statement

Lisa Haas and Jeff Haas presented information regarding the request. The property was initially residential, but now is required to abide by commercial building codes. Since they cannot verify previous use as commercial, they are required to follow the procedures for a change in use. They believe any decision regarding the designation and property changes should be based on what is best for City and community, not on personal opinions. The impact from previous decisions from the Commission has been negatively impacting the business. The decisions have been based on rumor and speculation. These decisions have created lapse in progress and created delays, which has impacted the business profit. Historic designation has not resulted in compensation to them when it delays projects or results in higher costs. The Commission does not grasp problems that come with commercial restoration projects. They had to follow modern construction guidelines even though building was older. Property was residential until we changed it, and the commercial rules are difficult to interpret and understand. The Commission is making decisions without full knowledge. People do not want to purchase property in district, and they no longer will purchase any properties in the district. Delays due to impact of decisions from the Commission resulted in loss of revenue for over a year. State approved plans are expensive and following them is difficult.

#### c. Public Statements in Favor

None

#### d. Public Statements Against

None

e. Public Statements in General

None

f. Applicant Rebuttal

None

g. Commission Discussion and Action

Prohaska asked if Staff had any more information to present. None presented.  
Prohaska provided additional information on rescinding designation and provided a handout on talking points. (included in the minutes)

The HPC has adopted the Secretary of Interior Standards as recommended by all historic agencies. All decisions based on these standards are more legally defensible. This process is not to be taken lightly. This process is outlined in the ordinance, and must be clear, fair and defensible. He received guidance from various historic agencies and other communities that have been through the process. He was told the Commission must follow the same process to rescind as to designate. Rescinding the designation impacts the entire district and jeopardizes the ability of the other properties to use tax credits, etc.

There are a few criteria that should be followed when making this decision. Property has ceased to meet standards due to loss of characteristics, damage, demolition, etc. Additional research has been conducted that resulted in a different opinion regarding the historic value of the property. There was an error in judgement when designating the property. There were procedural errors when designating the property. A public hearing shall be held, criteria should be followed when deciding.

No information has been presented showing modifications or alterations have eliminated the features that lead to designation. The property is part of a historic district, not a stand-alone designation. No additional information on the property has been presented. No errors have been discovered regarding the process or judgement when the property was designated.

Prohaska also stated that when going forward the main comment is that a decision is based on law and must follow our ordinance. The Commission needs to follow the process. There should be strict criteria in our ordinance, which are not present, so we should use national standards as a replacement.

Cramer asked for clarification regarding if the vote on this district impacts the entire district. Prohaska stated that the vote could set a precedent that would impact decisions on requests for other properties.

Prohaska mentioned that the historic tax credits are only available for designated properties.

Motion by Prohaska to deny the requested amendment. Second by Cramer. Motion approved 4 to 0.

**Approval of Minutes – June 24, 2021**

Motion by Frieders to approve the minutes. Second by Prohaska with an addition that there was a discussion regarding some concern with the proposed green color. The color was approved because there was a valid argument presented. He would like the minutes to include that discussion. Motion approved.

## Action Items

### a. Review and Recommendation – NRHP Nomination for 350 E. Furnace Street

The City received a letter from the State asking for input and a recommendation from the Commission regarding the designation request.

Motion by Prohaska to send a letter recommending designation of the property at 350 E. Furnace Street. Second by Cramer. Motion approved 4 to 0.

## Discussion Items

### a. Request For Bids – NRHP Nomination Grant for 230 Market St. and 315 N. Second St.

Carroll provided an update. The City signed the Memorandum of Agreement (MOA) with the State, so we can begin the process of selecting a consultant. The State requires a request for bids process following certain requirements. They have indicated there are three consultants that are interested in the project: Cultural Resource Management – UW Milwaukee, Preserve LLC, and the Lakota Group. We can also send it to other consultants. If we select a different consultant, we must make sure they are qualified. Carroll asked for input on other potential consultants to be included in the process.

Prohaska would like to include Fairchild & Flatt Consulting and Legacy Architecture.

Carroll also asked if the Commission would like to review the Request for Bids document before it is sent to the consultants. The Commission replied yes, so this item will be on the next agenda.

## Indian Park Update

Krystal Prohaska provided an update. The register of deeds received a document regarding the cataloguing of the property as a cemetery, which provides the most protection provided under the law. This was recorded on July 12<sup>th</sup> and signed by the State Historical Society. Richard and Laurie Graney provided the required documents to be a registered interested party, due to direct kinship. The property also designated by the Council as a local historic site.

Terry Burns commented on the grant that was received to do the research to help tell the story of the property. The group is working with several consultants to help determine the best way to proceed. Will have focus sessions with the public to determine how best to tell the story of the property. Looking for ways to obtain additional funds.

Prohaska thanked them for their work on the project and asked if the Commission could be kept informed if activities happen on the property through other City departments.

Laurie Graney stated it has been a privilege to work on this project. They are doing additional research and keep finding more information. Thanks to the Council for designating the property and obtaining the grant.

## Citizen Comments

None

## Announcements/Upcoming Items

Prohaska stated that the Wisconsin Preservation Trust sent information regarding a conference at Taliesin. The focus of the conference is on historic theaters. A deal is available for trust members which includes

tours of the property. WHAPC working on a fall conference. He would like the Commission to be a member of the National Alliance of Historic Preservation Commissions.

Kilian encourages members to attend the upcoming Council meetings regarding the request to amend the historic designation of the 130 Market Street property - July 27<sup>th</sup> and August 10<sup>th</sup>.

**Next Meeting Date** August 17, 2021 at 6 pm

**Adjourn**

Motion by Prohaska to adjourn. Second by Cramer. Motion approved 4 to 0.

\_\_\_\_\_  
Joe Carroll, Community Development Director

\_\_\_\_\_  
Date Approved

**REQUEST FOR PROPOSALS  
NATIONAL REGISTER OF HISTORIC PLACES  
NOMINATION PROJECT**



The City of Platteville is requesting proposals to prepare two individual National Register of Historic Places nominations. Funding for the project is from a \$7,500 Wisconsin Historical Society Subgrant (WI-21-10016).

**Background**

The City of Platteville, home to the University of Wisconsin-Platteville and a regional retail service center, has a population of approximately 12,000. The City is located in Grant County and is approximately 75 miles from Madison and 20 miles northeast of Dubuque, Iowa. The City's historic downtown is listed on the National Register of Historic Places, which, along with other cultural and historical sites, attracts visitors from the area. Platteville has three residential districts that are also listed and has a relatively large percentage of individual properties that are in a suitable age range to be considered historic. Most of these historic properties are concentrated in the central part of the community and comprise distinct neighborhoods that are worthy of preservation activities.

**Project Description**

The project involves undertaking and coordinating a project to prepare National Register of Historic Places nomination materials for two individual properties:

Holy Trinity Episcopal Church - 230 Market Street  
Edward Davis House - 315 N. Second Street

All procedures and products shall comply with the Historic Preservation Subgrant Administration Manual provided by the Wisconsin Historical Society and the attached Scope of Work. All work related to this project shall be completed by August 31, 2022.

**Proposal Requirements**

Please submit proposals via mail or email, with a dated cover letter signed by the appropriate company official, by **4:30 p.m. on \_\_\_\_\_, 2021** and include the following information:

1. Company name, address, phone number, email address, and primary project contact.
2. Recent experience in doing similar projects and resumes of all professionals expected to work on the project.
3. Responsibilities of all key personnel, estimated work hours, and costs associated with each task required in the work program.
4. Discussion of the general approach to the work, demonstrating a basic understanding of the requirements of the project and the products to be produced.
5. Schedule for performing the work elements, including beginning and ending dates that result in compliance with the MOA's Period of Performance.

6. A statement of the hourly fee charged by each participant and an itemization of other expenses necessary to satisfactorily work on the project. Expenses may include travel, photography, clerical services, etc.
7. Total cost, including a maximum limit.
8. List of references for projects similar in scope which your firm has prepared.

### **Selection Process**

The proposals will be evaluated using the following criteria:

1. Degree to which the proposal meets the requirements of this request.
2. Estimated total project costs.
3. Consultant's expertise and experience with similar projects.
4. Proposed project completion schedule.
5. Proposal that is the most advantageous to the community.

### **Contact Information**

Questions regarding the project and completed proposals can be directed to:

Joe Carroll, Community Development Director  
City of Platteville  
75 N. Bonson Street  
PO Box 780  
Platteville, WI 53818  
608-348-9741 x 2235  
[carrollj@platteville.org](mailto:carrollj@platteville.org)

### **Additional Information**

The selected consultant will be required to enter into a contract with the City that meets the requirements of the Memorandum of Agreement between the City and the State Historical Society (draft contract attached).

## **Attachment A: Scope of Work**

Project No. WI-21-10016  
Platteville, Wisconsin

The State Historic Preservation Office (SHPO), Wisconsin Historical Society, and the City of Platteville, Wisconsin (Grantee), agree to the following scope of work and project conditions for the completion of National Register of Historic Places nomination documents for two individual properties in the city:

- Holy Trinity Episcopal Church - 230 Market Street
- Edward Davis House - 315 N. Second Street

### **Compliance with Federal and State Guidance**

Nomination forms and supporting materials for the National Register of Historic Places shall be completed in accordance with the guidance in [National Register Bulletin 16A: How to Complete the National Register Registration Form](#). The nominations shall comply with [Additional Wisconsin SHPO Requirements](#). The nominations shall be submitted using the ["Wisconsin Preferred" nomination form](#). The Grantee shall direct the principal investigator to these documents, and notify them that compliance is required.

### **Subgrant Manual**

In the allocation and use of this federal grant funding, the Grantee shall comply with all standards and requirements in the [Historic Preservation Subgrant Administration Manual \(Subgrant Manual\)](#) published by the SHPO. The Grantee shall direct the principal investigator to the *Subgrant Manual*, and notify them that compliance is required.

### **Request for Bids**

After the execution of the Memorandum of Agreement (MOA), the local government of Platteville shall issue a Request for Bids (RFB) to professional historic preservation consultants who have expressed interest in completing the nominations, and other consultants who may be interested in bidding on the project. The city shall use a competitive negotiation process for procurement of professional services, selecting the most qualified competitor.

### **Contract Template (Attachment B)**

A contract template is provided in *Attachment B* for the convenience of the City. This template shall be used when contracting with a consultant for the performance of the *Scope of Work*. This template may be revised as needed. However, sections XIII and XIV are critical to the integrity of the National Register program, and shall be retained unrevised.

### **Principal Investigator and city staff**

The consultant(s) selected to prepare the nominations shall serve as the Principal Investigator(s) for the project, and must meet the [Secretary of the Interior's Professional Qualification Standards for Archaeology or Architectural History](#). The Grantee shall consult with the SHPO to ensure that the selected consultant meets these standards. City staff shall assist the consultant in facilitating project work. SHPO staff shall maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project



work. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant, and shall be tracked and claimed for reimbursement.

#### **SHPO review of nomination(s)**

The SHPO shall review and approve the scope and boundaries of the nomination prior to commencement of work. After each draft nomination is submitted to the SHPO, the SHPO retains editorial privilege with all nominations. The Grantee shall inform the Consultant(s) of their responsibility to participate in an iterative revision process for each nomination with the National Register staff at the SHPO, which may extend beyond the Period of Performance of the grant-funded project.

#### **Deliverables**

The following items shall be submitted for each nomination by the project completion date. Each is more fully described in the [Supplementary Manual](#). The completed nomination(s) is due at the SHPO by **July 29, 2022** in order to allow time for SHPO staff to ensure that all deliverables are complete and sufficient prior to the end of the Period of Performance.

1. One electronic copy and one paper copy of the National Register of Historic Places Inventory-Nomination Form (NPS Form 10-900).
2. One electronic copy and one paper copy of a 200-300-word summary of the significance of the property.
3. The full text of the nomination and of the summary statement on compact disk.
4. Photographs: Two commercially printed sets of digitally produced images printed at a size of 4" x 6" and labeled on the back in pencil. Digital image files in TIFF format on an archival compact disk. All photographs, printed and digital, shall comply with the National Park Service's [National Register Photo Policy](#).
5. A PowerPoint presentation that fully documents the significance and appearance of the property for the Review Board meeting. The PowerPoint presentation must be compressed to create a file of manageable size. The presentation must be submitted on a CD together with the individual original uncompressed image files. Image files must be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7MB. The individual image files must be labeled with the AHI number and descriptive detail.
6. Original USGS quadrangle maps as needed to identify the nominated property. The maps must be labeled in pencil as specified by the National Register and the SHPO and must include construction lines for the calculation of UTM coordinates.
7. District maps, site plans, and/or floor plans, as needed.
8. A list of all current property owners as listed in the land or tax records after the nomination is scheduled for a Review Board meeting. Historic district nominations require three full sets of mailing labels submitted on Avery 5160, or similar format.
9. One completed nomination submission checklist.
10. An update to the Wisconsin Historic Preservation Database (WHPD) as directed in the *Subgrant Manual*. New or updated records are required for all resources in the district whether contributing or non-contributing. The information for the

nomination resources shall be entered into WHPD by the consultant. The consultant will be given free access to WHPD for one month in order to enter the nomination findings for this project.

11. The Grantee shall advise the consultant that they will be responsible for presenting the nomination(s) to the State Historic Preservation Review Board when it appears on the Board's agenda, and that any edits or additional information required by the State Review Board or the National Park Service shall be provided by the consultant. Costs associated with this review process shall be included in the project budget.

#### **Acknowledgment of Federal Assistance**

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) shall be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

*"The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society."*

**Attachment B: Template for Consultant Contract for National Register nomination(s)**  
Project No. WI-21-10016  
Platteville, Wisconsin

**CONSULTANT CONTRACT**

THIS AGREEMENT is made by and between the City of Platteville, Wisconsin (the City) and [name of consultant] (the Consultant).

WHEREAS, the City has received a grant from the federal Department of Interior, through a subgrant from the State Historic Preservation Office of the State of Wisconsin (the SHPO); and

WHEREAS, the Scope of Work includes producing a National Register of Historic Places nomination documentation for two individual properties specified in *Attachment A: Scope of Work*; and

WHEREAS, the Consultant is capable of providing the professional services required, and is willing to make those services available to complete nomination materials for [property(ies)];

NOW THEREFORE, the parties hereto mutually agree as follows;

**Scope of Services**

The Consultant shall meet all stipulations in *Memorandum of Agreement, Attachment A: Scope of Work* for completion of the nomination(s), and shall coordinate all project work with the SHPO.

The Consultant shall produce all deliverables in *Memorandum of Agreement, Attachment A: Scope of Work*, and shall comply with the conditions and requirements of the *Memorandum of Agreement (MOA)* between the City and the SHPO, which is hereby incorporated into this agreement.

The consultant shall assume responsibility for presenting the nomination(s) to the State Historic Preservation Review Board when it appears on the Board's agenda. Edits and any supplementary information required by the National Register Coordinator, State Review Board, the National Park Service shall be provided by the consultant. This process may extend beyond of the *Period of Performance* of the grant. Costs associated with this review process shall be included in the project budget.

**Period of Performance**

The services of the Consultant shall commence on the signing of this agreement and shall be completed so that all final products are completed and accepted by the SHPO by July 30, 2022.

**Compensation and Method of Payment**

The City shall compensate the Consultant for work performed in accordance with this agreement on the basis of a fixed fee of \$[amount] to be paid in installments on the

following schedule. Payment shall be made on completion of each task and after submission of invoice(s) to the City.

- Reconnaissance Survey 35% of the total contract
- Intensive Survey 35% of the total contract
- Informational Meetings 5% of the total contract

The final 25% of the project cost will be reimbursed after the completion of the project and final acceptance of the Wisconsin Historical Society.

If this contract is terminated under the provisions of Article IX below, the Consultant shall be compensated for all services performed and expenses incurred up to the date of termination.

#### **Amendments**

The City may occasionally propose changes to the scope of services to be performed hereunder. Such changes, including increases or decreases in the amount of compensation paid to the Consultant, which are mutually agreed upon by and between the City and the Consultant shall be incorporated in written amendments to this agreement.

#### **Compliance with Federal, State and Local Laws**

The Consultant shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action and fair employment opportunities. The Consultant further agrees to comply with all applicable regulations, laws, ordinances, and codes to the state and local government and policies, guidelines and requirements of this federal grant program identified as 15.904 in the Catalog of Federal Domestic Assistance.

#### **Interest of the Consultant**

The Consultant covenants that they now have no personal interest, direct or indirect, in any property or business of any kind, and shall not acquire any such interest, which would conflict in any manner or degree with the performance of services under this contract.

#### **Indemnification**

The Consultant agrees to indemnify, defend and hold harmless the City and its agents from and against all loss or expense (including costs and attorney's fees) by reason of any claim or suit arising out of the acts or omissions of the Consultant its employees, agents or assigns the Consultant from liability imposed by law upon the Consultant or its agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or person or on any account of damages to property, including loss of use thereof, whether caused by or contributed to by the Consultant or its agents or employees.

The Consultant shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, all its officers, agents and employees from all suits, action, or claims of any character brought for or on account of any injuries for damages received by any persons or property resulting from the operations of the Consultant in executing work under this agreement.

**Termination of Contract for Cause**

If, through any cause, the Consultant shall fail to fulfill in timely and proper manner its obligations under this contract, or if the Consultant shall violate any of the covenants, agreements or stipulations of the Agreement, the City shall thereupon have the right to terminate this contract by giving notice to the Consultant of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, studies, reports, or other materials prepared by the Consultant under this contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of contract by the Consultant. The City may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City from the Consultant is determined.

**Termination to Contract for Convenience**

The City or the Consultant may terminate this agreement at any time by giving at least twenty (20) days' notice in writing to the other party. If the contract is terminated as provided herein, the Consultant shall be paid for the time and expenses incurred up to the termination date. If this contract is terminated due to the fault of the Consultant, Article VIII hereof relative to termination shall apply.

**Records and Audits**

The Consultant shall maintain records, adequate to identify and account for all costs pertaining to this contract and such other records as may be deemed necessary to assure proper accounting for all project funds. These records shall be made available for audit purposes to the City or any authorized representative, and shall be retained for four (4) years after the expiration of this contract unless permission to destroy them is granted by the SHPO.

**Worker's Compensation**

This is intended as, and is, an independent contract between the City and the Consultant. Neither Consultant nor any partner or employee of the Consultant shall, by reason of this contract, become an employee of the City.

**Equal Opportunity and Affirmative Action**

In the performance of services under this contract, the Consultant agrees not to discriminate against any employee or applicant because of sex, race, color, handicap, religion, national origin, age, or marital status to the person maintaining the household, lawful source of income, age or ancestry. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, age, color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant

agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause:

"This program receives financial assistance for identification and preservation of historic properties. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin or handicap (mental and/or physical impairment)."

### **Ownership of Documents**

All of the reports, forms, information, data, etc., prepared or assembled by the Consultant under this contract are the property of the City. The Consultant agrees that they shall not be made available to any individual or organization at any time without prior written approval of the City.

### **Intellectual Property**

The Consultant hereby grants the SHPO a non-exclusive, irrevocable, royalty-free license to all copyrightable material ("Material") created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to conform to and comply with their requirements and standards, and those of the National Park Service.

#### **A. Further Warranties and Indemnities**

- (1) The Consultant represents and warrants to that:
  - (a) the Consultant is the sole author of the Material or has all rights to the Material, and the Material is original;
  - (b) the Consultant has the right, power and authority to enter this contract, and is the sole owner of the Material; and
  - (c) The Material contains no material that (i) infringes any copyright or other proprietary right, and to the best of the Consultant's knowledge, contains no material that (ii) is libelous or a violation of any right of privacy or publicity, or (iii) would otherwise subject SHPO to legal liability.
- (2) The Consultant shall indemnify and hold harmless SHPO from any loss, damage, expense (including reasonable defense costs), recovery or judgment that either party may incur ("Costs") as a result of any claim made against either which, if sustained, would constitute a breach of a representation or warranty made by the Contractor in this Contract (each, a "Claim").
- (3) All warranties, representations and indemnities made by the Consultant in this Contract shall survive any termination of this Contract, and shall inure to the benefit of the State Historic Preservation Office, the Wisconsin Historical Society, the State of Wisconsin, and the National Parks Service, and their respective officers, directors, officials, employees, agents and volunteers.

**Severability**

It is mutually agreed that, in case any provision of the contract is determined by a court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of the contract remain in full force.

IN WITNESS THEREOF, parties hereto have caused this agreement to be executed the year and date written below by their proper officers and representatives.

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Consultant

Date

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[city/village] financial manager

Date

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[city/village] project manager

Date