



HISTORIC PRESERVATION COMMISSION

AGENDA REPORT

January 20, 2023

ITEM 4.I: Update and Discussion on the Historic Preservation Fund Grant

BACKGROUND:

The Historic Preservation Commission (HPC) applied for a Historic Preservation Fund Grant to hire a consultant to prepare a historic preservation plan for the City of Warrensburg. The historic preservation plan will be a new and comprehensive document that will aid decision-making bodies, City staff, and the public regarding any improvements and incentives to the historic preservation program in Warrensburg. The contract for the grant was finalized on November 21, 2022, and a timeline is attached with the milestones for the project. The grant will be final on February 29, 2024.

UPDATE:

Staff has submitted the second milestone to the State Historic Preservation Office (SHPO), and it has been approved. The request for proposals (RFP) closed on January 18, 2023, and we received two proposals. The RFP Committee is scheduled to meet on Monday, January 30, 2023, to discuss the proposals.

RECOMMENDATION:

Staff recommends the Historic Preservation Commission discuss the next steps on the Historic Preservation Fund Grant.

TIMELINE *(attached)*:

Items highlighted in grey have been completed, and items highlighted in yellow are concurrent or upcoming. The text will be displayed in red if a task is past its scheduled date. Additional items may be added to the timeline as the project progresses (i.e. public meeting dates).

MILESTONE/SCHEDULE

City of Warrensburg, Missouri

Historic Preservation Plan Project No. 29-22-10029-001

Starting Date: August 1, 2022

Ending Date: February 29, 2024

<u>Milestone</u>	<u>Product</u>	<u>Date Due</u>
#1	Submit a draft RFP to the HPF Grant Manager or their designee before the bid process is initiated.	12/01/2022
#2	Submit documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to the HPF Grant Manager or their designee for review and approval.	01/02/2023
#3	Submit a copy of signed consultant contract to the HPF Grant Manager or their designee.	02/01/2023
#4	Submit the agenda, minutes, and sign-in sheets from the first meeting between the City, Historic Preservation Commission, and consultant to the HPF Grant Manager or their designee.	03/01/2023
#5	Public Meeting #1 Submit to HPF Grant Manager or their designee sign-in sheet and minutes from first public meeting.	03/31/2023
#6	Submit to HPF Grant Manager or their designee the first draft of preservation plan for review and approval. 30-day review	07/21/2023
#7	Submit to HPF Grant Manager or their designee the sign-in sheet and minutes from second public meeting.	08/04/2023
#8	Public Meeting #2 Submit second draft (100%) of Preservation Plan to the HPF Grant Manager or their designee for review and approval, complete with all text, photography and graphic design. 30-day review. Submit sign-in sheet and minutes from third public meeting.	11/15/2023
	Review and Adoption by City Council	
#9	Submit URL for City's website where the final completed preservation plan is posted to HPF Grant Manager or their designee.	01/31/2024
#10	Submission of final project report and fiscal data.	02/29/2024