

OFFICE OF
PLANNING, ZONING AND
HISTORIC PRESERVATION
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MEMORANDUM

Date: October 20, 2023
To: Deadwood Historic Preservation Commission
From: Kevin Kuchenbecker, Historic Preservation Officer
Re: Printing of 2024 Neighborhood Block Club Calendar

The Historic Preservation Office, in conjunction with the Neighborhood Blocks Clubs, has printed a community calendar for the residents of Deadwood since 2018. They are once again requesting permission to hire M.S. Mail to print and mail the 2024 calendar. The calendars are very popular with Deadwood residents.

With the help of Mike Runge and the Neighborhood Block Clubs historic photos are selected for the calendar and staff designs and plans the layout of the calendar for printing. The calendars are printed and mailed directly to the residents of Deadwood. The cost to print and mail the 1,500 calendars is \$3,500.00. Historic Preservation will pay for the printing which is \$3,000.00 from the Public Education budget line item and the postage and mailing cost of \$500.00 will be come out of the Neighborhood Block Club budget. A copy of the quote is attached for your review.

The Historic Preservation Staff is requesting permission to print the 2024 calendar and hire M.S. Mail to print and mail the calendar to Deadwood residents in the amount not to exceed \$3,500.00 with \$3,000.00 to come out of the Public Education line item and \$500.00 to come out of the Professional Services Neighborhood Block Club line item.

Recommended Motion: *Move to hire M.S. Mail to print and mail the 2024 Calendar in the amount not to exceed \$3,500 with \$3,000 to come out of the Public Education line item and \$500 to come out of the Professional Services Neighborhood Block Club line item.*