

OFFICE OF
PLANNING, ZONING AND
HISTORIC PRESERVATION
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MEMORANDUM

Date: October 18, 2024
To: Deadwood City Commission
From: Kevin Kuchenbecker, Historic Preservation Officer
Re: Printing of 2025 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. Once again, they are requesting permission to hire M.S. Mail to print and mail the 2025 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 should not exceed \$3,800.00. Historic Preservation will pay for the printing which is \$3,000.00 from the Public Education budget line item and the postage and mailing costs of \$800 from the Neighborhood Block Club budget. A copy of the quote is attached for your review.

Recommended Motion: *Move to recommend to City Commission the hiring of M.S. Mail to print and mail the 2025 Calendar in the amount not to exceed \$3,800 with \$3,000 to come out of the Public Education line item and \$800 to be paid from Professional Services Neighborhood Block Club line item.*