

ITEM #:	11
DATE:	07-22-25
DEPT:	P&H

COUNCIL ACTION FORM

SUBJECT: **EXTENSION OF CONTRACT END DATE FOR NOMINATION OF
CHAUTAUQUA PARK-RIDGEWOOD HISTORIC DISTRICT**

BACKGROUND:

The City Council authorized applying for \$12,000 Certified Local Government (CLG) Grant on December 12, 2013 for the preparation of a National Register Nomination for the Chautauqua Park/Ridgewood Neighborhood. The City was awarded the grant on March 20, 2024, and the contract was signed on April 29, 2024. With approval of the grant, the City hired a consultant to complete the nomination forms in accordance with the timelines of the grant.

Four (4) drafts of the draft nomination have been prepared, from December 9, 2024 to June 30, 2025, by the City's consultant, in response to revisions required by the Iowa State Historic Preservation Office (SHPO). As a result of the need for multiple drafts, the nomination was not placed on the agenda of the State Nominations Review Committee (SNRC) in June as originally anticipated. The next meeting of the SNRC is October 10, 2025. Revisions to the nomination may still be necessary, as determined by the SNRC, and for the formal approval this fall.

The contract for the CLG Grant expires on July 31, 2025. SHPO staff recommends approval of a no-cost extension of the grant to December 31, 2025, in order to complete the final nomination for submittal to the National Park Service.

ALTERNATIVES:

1. Authorize the Mayor to sign the Contract Amendment changing the end date of the CLG Grant Contract from July 31, 2025 to December 31, 2025.
2. Do not authorize the Mayor to sign the Contract Amendment changing the end date of the CLG Grant Contract.
3. Refer this item back to City staff for additional information.

CITY MANAGER'S RECOMMENDED ACTION:

Revisions to the draft of the National Register Nomination for the Chautauqua Park/Ridgewood Neighborhood have been necessary to address comments by State staff as part of the normal course of review of a nomination of this magnitude. Documenting historical information for the 150 properties with the two subdivisions is a significant task and involves very detailed research and concise documentation of the findings.

Based upon the State's guidance and schedule for formal approval, an extension of the contract is needed to finish the project. Completion of the project is necessary for the grant reimbursement of expenses incurred with the consultant preparing the

nomination. Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1, as described above.

ATTACHMENT(S):

[CLG Contract Amendment.pdf](#)