

**ORDINANCE NO. 2013-11-CD**

**AUTHORIZING THE MUNICIPAL MANAGER TO ENTER INTO AN AGREEMENT  
WITH SULLEBARGER ASSOCIATES, REGARDING GREENHILLS  
NATIONAL HISTORIC LANDMARK NOMINATION**

**WHEREAS**, the Village of Greenhills desires to obtain the services of Sullebarger Associates in order to prepare the nomination of the Village of Greenhills National Historic Landmark designation; and

**WHEREAS**, Sullebarger Associates has demonstrated to have expertise and experience to provide such services for the Village; and

**WHEREAS**, the Village and Sullebarger Associates desire to memorialize the terms of said agreement.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Greenhills, Ohio, five members elected thereto concurring:

**SECTION 1.**

That the Municipal Manager is hereby authorized to enter into a Consultant Agreement with Sullebarger Associates, substantially in the form of the proposal attached hereto and incorporated herein by reference.

**SECTION 2.**

That the Finance Director is authorized to make payments to Sullebarger Associates pursuant to the terms of said proposal.

**SECTION 3.**

That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 7th day of May, 2013.

Fred Murrell, MAYOR /s/

Kathryn L. Lives, CLERK OF COUNCIL /s/

SULLEBARGER ASSOCIATES  
HISTORIC PRESERVATION CONSULTANTS

April 8, 2013

Ms. Evonne Kovach  
Municipal Administrator  
Village of Greenhills  
11000 Winton Road  
Greenhills, OH 45218-1198

Re: Greenhills National Historic Landmark Nomination

I am pleased to present this agreement for my services to prepare the nomination of the Village of Greenhills for National Historic Landmark designation. The NHL nomination coincides with the 75<sup>th</sup> anniversary of the completion of Greenhills and will fulfill a major goal in the 2010 Comprehensive Plan. The nomination builds on background work I completed in the previous two years; including preparing the letter of inquiry to the National Park Service (NPS) and organizing a site visit for NPS officials last September.

**Scope of Services**

Completion of the NHL nomination will build on the existing National Register nomination, a detailed memorandum on the approach to the nomination by Linda McClelland, Senior Historian of the NHL program, as well as other primary and secondary resources. The process will include two draft reviews by OHPO and NPS, and produce a final draft nomination for review by the NPS Landmarks Committee and National Park System Advisory Board, which will in turn make a recommendation to the U.S. Secretary of the Interior.

Steps to be completed include the following:

- Review "An Approach for Greenhills Historic District Nomination" dated July 12, 2012 by Linda McClelland discussing specific research questions about the district that must be addressed during the research and preparation of the nomination, and review existing research material available at the Greenhills Village Office and Greenhills Historical Society.
- Conduct field work to confirm boundaries and evaluate the integrity of the contributing resources.
- Complete research using primary and secondary source information from various archives (including the Justin R. Hartzog collection in the Rare and Manuscripts Collection at the Carl A. Kroch Library at Cornell University), libraries, and institutes, and the information and mapping from the existing historic district nomination.

- Prepare a nomination using the NHL Nomination Form (NPS10-900). The nomination will address Criterion 1 or criterion recommended by NHL staff. The nomination will be prepared following guidance in National Register Bulletin: How to Prepare National Historic Landmark Nominations and National Register Bulletin: How to Apply the National Register Criteria for Evaluation, and National Register Bulletin: How to Complete the National Register Registration Form. The nomination will include a description of the current and historic physical appearance and condition of the district including the setting, major buildings, structures, objects, or sites, and landscape features, and a list of contributing and non-contributing resources; a statement of significance addressing the applicable National Historic Landmark criteria, evaluating the district within the appropriate historic context and national significance, assessment of the historic district's exceptional level of integrity, and a bibliography. Additional materials will include black-and-white photographs, CD of digital TIF images, copies of applicable historic maps, a site map showing the district boundaries, photograph views, contributing and non-contributing resources, and a USGS map. The draft nomination and any subsequent revisions will be reviewed by the OHPO and NPS.
- Provide periodic updates on progress of the project to the Village to meet deadlines.

Deliverables shall consist of the following:

- One (1) hard copy and one digital copy (Word document) of the first draft nomination with related maps, historic photos, current black and white photographs, CD of TIF images. One (1) copy and one digital copy (Word document) of all revised drafts, including any related materials requiring revision.
- Two (2) archival acid-free paper copies of the final nomination.
- One (1) digital copy of the final nomination.

This Scope of Work includes preparation of the nomination through its first, second and third drafts in response to two reviews by the staff of the OHPO and NPS. After acceptance by the staff, the nomination is reviewed by the NPS Landmarks Committee and National Park System Advisory Board, which will in turn make a recommendation to the Secretary of the Interior. There could be revisions required in response to these additional reviews.

The NPS Landmarks Committee is made up of ten to twelve scholars and experts in history, archeology, architectural history, preservation, and cultural resource management drawn from across the nation. The preparer generally presents the nomination and the property owner or representative of the property owner is strongly encouraged to attend this meeting, which takes place in Washington, DC.

The next step is review by the National Park System Advisory Board, which is made up of scholars and citizens interested in the conservation of natural and cultural resources. This board reviews all of the documentation on proposed properties and makes a determination on whether a property meets or does not meet the criteria for designation as an NHL. The ultimate step is review, approval and signature by the U.S. Secretary of the Interior.

### Schedule

This Scope of Work includes preparation of the nomination and two reviews by the staff of the OHPO and NPS, all projected for completion by June 15, 2014. Further steps required such as presentation to the NPS Landmarks Committee and are beyond the scope of this agreement.

Work to be accomplished	Work days	Start date	Due date
Contract	0	4/15/2013	5/15/2013
Research Design & Context Statement	1	05/15/13	05/30/13
Conditions survey	2	06/01/13	06/30/13
Research	12	07/01/13	10/01/13
Completion of First Draft	10	10/01/13	12/15/13
Mid-point report	1	12/15/13	12/15/13
Submission for Review by OHPO and NPS	0	12/15/13	02/15/13
Revisions and production of Second Draft	2	02/15/14	03/15/14
Submission for Review by OHPO and NPS	0	03/15/14	05/15/14
Revisions and production of Final Draft	1	05/15/14	06/15/14
Final Report	1	06/15/14	06/15/14
Total	30		

### Fee

I will complete the Scope of Services for a total fee of Thirteen Thousand Five Hundred Dollars (\$13,500). Miscellaneous expenses such as travel, supplies, and printing are reimbursable and not expected to exceed \$500. (This includes travel to Cornell University in Ithaca, NY, to review the Justin R. Hartzog collection.) I plan to submit invoices in four installments—upon completion of research and the first, second, and final drafts. I would appreciate payment within thirty (30) days from receipt of the invoice. Services related to the presentation to the NPS Landmarks committee and review by the National Park System Advisory Board are beyond this agreement and may be arranged when appropriate.

### Acceptance

I am honored by this opportunity to work with you and the Village of Greenhills. If you find the above Scope of Work and terms satisfactory, please sign below and return a signed copy to me.

Many thanks,

  
Beth Sullebarger

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Evonne Kovach

\_\_\_\_\_  
Date