

BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
July 21, 2021

The Bismarck Historic Preservation Commission met on July 21, 2021, at 3:30 p.m. in the Tom Baker Meeting Room in the City-County Office Building, 221 North 5th Street. The meeting was held in person and via Zoom.

Commissioners present were Walt Bailey, Steve Bakken, Blake Dinkins, Tory Jackson, Beth Nodland and Amy Sakariassen.

Commissioner Calvin Grinnell was not present.

Staff members present were Sandra Bogaczyk – Office Assistant II, Jannelle Combs – City Attorney, Ben Ehreth – Community Development Director and Will Hutchings – Planner.

No guests were present.

MINUTES

Chair Sakariassen called for consideration of the minutes of the June 16, 2021 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Dinkins to approve the minutes of the June 16, 2021 meeting of the Historic Preservation Commission, as presented. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Bakken, Dinkins, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Chair Sakariassen asked if there were any public comments.

There being no public input Chair Sakariassen resumed the meeting.

HIGHLAND ACRES NOMINATION REQUEST FOR PROPOSALS

Mr. Hutchings stated that the City of Bismarck has been awarded a Historic Preservation Fund grant to help cover the costs associated with hiring a qualified consultant to prepare a nomination to the National Register of Historic Places for the Highland Acres neighborhood. The anticipated cost for this project is \$15,000 and the costs associated will be covered by the awarded grant fund with in-kind match.

Mr. Hutchings stated that staff has drafted a Request for Proposals for this project with the assistance of the State Historic Preservation Office and are requesting review and approval from the Historic Preservation Commissioners electronically.

Any chosen consultant is required to hold one neighborhood meeting in October, 2021 to provide information about the nomination process and address property owner concerns

about being listed on the National Register of Historic Places. A presentation for the public to attend and ask questions will be held during the February 16, 2022 Historic Preservation Commission meeting. The consultant will be required to attend and present at the State Review Board in late April 2022.

The RFP will be posted on July 26, 2021 listing key milestones to be hit, with the final project concluding by May 21, 2022.

Members discussed several edits to the distributed document.

Mr. Hutchings stated that he will follow up with the State regarding the need for certain parameters given that they seem unnecessary for the scope of the project. Ms. Combs stated that the level of detail might not be appropriate for such a small project.

Chair Sakariassen stated that she appreciated the timeline to have an overview and to keep on track.

MOTION: A motion was made by Commissioner Bakken to approve the staff and Commission recommendations, as presented, for the Highland Acres Nomination Request for Proposals with the assistance of the State Historic Preservation Office. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Bakken, Dinkins, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

Mayor Bakken stated that the Historic Preservation Commission was formed alongside with the property owners of Highland Acres requesting a process to nominate the neighborhood to be on the National Register of Historic Places. He stated how pleased he was that staff and commissioners have acted upon this neighborhood request so quickly and effectively.

OTHER BUSINESS

UPDATE ON TALKING TRAILS PROJECT

Mr. Hutchings stated that staff has executed a contract with Talking Trails to develop the material for the 10 sites that were chosen to highlight. They will start the narratives and bring before the Commission before it is finalized.

UPDATE ON HISTORIC WALKING MAPS PROJECT

Mr. Hutchings stated that The Printers have been chosen for the Historic Walking Maps project. There will be upcoming meeting to decide the level of detail and which sites will be chosen.

Mr. Hutchings also suggested that next month's regular meeting could be moved to 3 p.m. instead of 3:30 p.m. since there is a meeting using the same room following closely afterwards. Commissioners agreed the earlier time is appropriate.

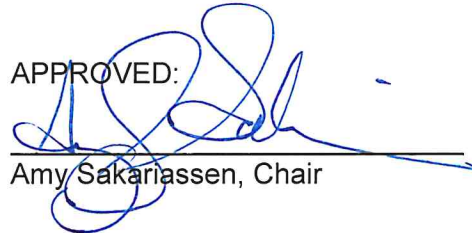
ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:57 p.m. to meet again on August 18, 2021.

Respectfully Submitted,



Sandra Bogaczyk
Recording Secretary

APPROVED: 

Amy Sakariassen, Chair