

**BISMARCK HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING MINUTES
February 1, 2023**

The Bismarck Historic Preservation Commission met on Wednesday, February 1, 2023 at 3:00 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. Chair Sakariassen presided.

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

Commissioner Mark Splonskowski was not present.

Staff members present were Sandra Bogaczyk – Office Assistant II, Ben Ehreth – Community Development Director, Kim Lee – Planning Manager and Stephanie Pretzer – Assistant City Attorney.

No guests were present.

MINUTES

Chair Sakariassen called for consideration of the minutes of the December 21, 2022 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Dinkins to approve the minutes of the December 21, 2022 meeting of the Historic Preservation Commission, as presented. The motion was seconded by Commissioner Nodland and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.
(Secretary's Note: Commissioner Splonskowski was unintentionally omitted from the December 21, 2022 draft minutes on the motion to approve the minutes. He is listed on the corrected minutes.)

PUBLIC COMMENT

Chair Sakariassen asked if there were any public comments.

There being no public input Chair Sakariassen resumed the meeting.

SECTION 106 REVIEW – NORTH DAKOTA DEPARTMENT OF TRANSPORTATION (NDDOT) MULTI-USE TRAIL

Ms. Lee summarized a request from NDDOT for a proposed project along US Highway 83/State Street programmed for 2023 which consists of a 10-foot wide asphalt multi-use trail to be installed along the west side of State Street in the existing right-of-way. Ms. Lee drew attention to the submitted documents and maps reproduced in the meeting packet as well as a letter from the State Historical Society concurring with the determination of No Historic Properties Affected.

MOTION: A motion was made by Commissioner Nodland to approve the determination of No Historic Properties Affected. The motion was seconded by Commissioner Dinkins and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

Ms. Nodland stated that due to the project taking place in a previously disturbed area that she had no concerns. Chair Sakariassen agreed.

2023 HISTORIC PRESERVATION FUND (HPF) GRANT APPLICATION

Ms. Lee summarized a list of previously discussed potential 2023 Historic Preservation Fund (HPF) grant project activities and noted that administrative funding must be accounted for before all other expenses in the application.

There was discussion about historical banners, how many should be produced and the distribution of the banners in the Cathedral District, Highland Acres and the Downtown District.

Commissioners asked staff to verify the numbers of previously settled signage in the different districts. *(Secretary's note: Based on Staff's research, it appears the total number was originally 100, then reduced to 80 after discussion.)*

There was discussion about funding printing more walking maps to be produced when needed and Ms. Lee noted that it could be listed as a new project line item in the application.

Mr. Dinkins suggested increasing funds to acquire better quality images for the Timeline Project.

There was discussion and consensus about reducing the proposed banner funds as listed in the draft application by half and shifting the remaining amount to acquire quality images and to printing more maps.

MOTION: A motion was made by Commissioner Dinkins to approve allocating half the amount from the draft banners line item to designing and printing walking tour maps.

Mr. Dinkins withdrew his motion after consideration of splitting half of the proposed reallocation to include funding design and media rights.

MOTION: A motion was made by Commissioner Dinkins to approve the HPF application by reducing \$6,000 for the banners under Project 2 and distributing an additional \$3000 to design and media rights under Project 2 and an additional \$3000 for design and printing maps under Project 3. The motion was seconded by Commissioner Nodland.

There was discussion about the ability to move the proposed amounts within the same project.

Ms. Lee stated that if amounts were moved to a different line item, permission from the North Dakota State Historic Preservation Office would be required.

Ms. Nodland questioned if the total of \$4,000 would cover all historic district maps to be printed. Chair Sakariassen stated that the amount would cover the printing of all three district maps.

Ms. Lee stated that the amount allocated for printing banners was for two-color banners but an increased amount could be used for creating nicer banners with more than two colors.

Mr. Dinkins restating every line item including the items not changed from the proposed HPF application.

Mr. Jackson suggested that the narrative for the banners and maps could be re-written for clarity.

VOTE: With Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

UPDATE ON HISTORIC TIMELINE AND DISCUSSION OF DISTRIBUTION STRATEGY

Commissioner Jackson presented the final and printed Timeline Project.

Commissioners discussed the details of creating a book-release/open house event to include the distribution of the printed Timeline of Bismarck History. They also discussed suggestions about press and media involvement and how invitations would be distributed and to whom.

Mr. Ehreth stated that inquiries would be made to the Bismarck Veteran's Memorial Public Library regarding distribution of the books and mentioned that the City/County Building would be an appropriate place for distributing the books.

OTHER BUSINESS

Chair Sakariassen expressed concern about the City selling the land on which the water tower sits at North Mandan Street regarding the impact area adjacent to the Cathedral Historic District and the possible future uses of the land. She stated that Cathedral District residents are concerned about future use of the land. Chair Sakariassen requested guidance from the City, according to ordinance, regarding neighbors possibly attending Historic Preservation Commission meetings to voice concern.

Mr. Ehreth stated that the period to accept proposals was over and the proposals submitted were rejected by the City. He stated that a new request for proposal (RFP) will be opened and appropriately announced publicly.

ADJOURNMENT

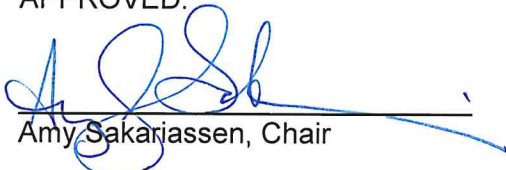
There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:12 p.m. to meet again at its regular meeting on February 15, 2023 at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,



Sandra Bogaczyk
Recording Secretary

APPROVED:



Amy Sakariassen, Chair