

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
June 21, 2023**

The Bismarck Historic Preservation Commission met on Wednesday, June 21, 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 Michael Connelly, Blake Dinkins, Tory Jackson (via Zoom), Beth Nodland (via Zoom) and Amy Sakariassen

Commissioner Grinnell was absent.

Staff members present were Sandra Bogaczyk – Office Assistant II, Isak Johnson – Planner, Kim Lee – Planning Manager and Stephanie Pretzer – Assistant City Attorney.

MINUTES

Chair Sakariassen suggested corrections to the minutes regarding her statement about the Cathedral Historic District boundaries and called for consideration of the minutes of the February 15, 2023 meeting of the Historic Preservation Commission with corrections.

MOTION: A motion was made by Commissioner Dinkins to approve the minutes of the February 15, 2023 meeting of the Historic Preservation Commission, as corrected. The motion was seconded by Commissioner Jackson and with Commissioners Dinkins, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved. Commissioner Connelly abstained due to member status.

PUBLIC COMMENT

Chair Sakariassen asked if there were any public comments.

There being no public input, Chair Sakariassen resumed the meeting.

STAFFING CHANGES

Ms. Lee announced Isak Johnson as the new planner who will staff Historic Preservation Commission.

Ms. Lee announced her retirement and Chair Sakariassen offered congratulations.

Chair Sakariassen welcomed Michael Connelly as the Mayor's appointed City Commissioner to fulfill the portfolio duties as representative on the Historic Preservation Commission.

2023 HISTORIC PRESERVATION FUND GRANT

2023 HPF GRANT UPDATE

Ms. Lee stated that the 2023 Historic Preservation Commission Fund Grant for CLG was successfully approved for the full request of \$24,600. The grant contract must be signed and will be submitted to the State next week.

Chair Sakariassen thanked the State Historic Preservation Office for assisting in granting requested funds.

PRIORITY 2 – HISTORIC DISTRICT STREET LIGHT BANNERS

Chair Sakariassen noted an advancing deadline to utilize funds for the street light banner project to which Ms. Lee stated that the funds were recently extended one year by the State to be used for approved projects.

Mr. Dinkins asked when the new hard deadline was, and Ms. Lee stated that the date in the contract is September 30, 2025.

There was discussion about the timing of the sesquicentennial banners being removed from the light poles that will be used to hang the downtown historic district images.

The content of what images, information, motifs and colors would be included on the street banners for both the Downtown and Cathedral Districts was discussed.

Mr. Dinkins suggested that a subcommittee be formed to address the guidelines and design elements. Ms. Nodland agreed that a subcommittee should be formed to offer recommendations to members. Mr. Jackson also agreed that a subcommittee should be formed and stated that a logos for each district should be used on the signs for cohesiveness.

MOTION: A motion was made by Commissioner Dinkins to form a subcommittee to make recommendations for the Historical Downtown District street light banner design and content. The motion was seconded by Commissioner Nodland and with Commissioners Connelly, Dinkins, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

Commissioners Dinkins and Nodland volunteered to be subcommittee members.

There was discussion about inviting various stakeholders to the subcommittee meetings, similar to the process used for the Timeline Subcommittee group. There was consensus for the invitation and recognition of the effectiveness of that group.

Mr. Connelly suggested that staff create an application process for joining the subcommittee. Ms. Lee stated that staff would announce an invitation process. Ms. Nodland, with consensus, noted that 5 or 6 volunteers were good and productive numbers to work with.

There was discussion about using the images already gathered for the Timeline project and Ms. Nodland stated that she would have a preliminary report for the next meeting.

PRIORITY 3 – HISTORIC DISTRICT WALKING/DRIVING TOUR MAPS

There was discussion about the walking and driving tour map content and a consensus for working with those who already worked with the Commission on previous map projects to maintain a cohesiveness to Commission projects.

There was discussion and agreement about making a plan for distributing the maps.

Chair Sakariassen volunteered to be on a subcommittee for working on the content of the maps. Ms. Nodland stated she was also willing to help.

MOTION: A motion was made by Commissioner Dinkins to form a subcommittee to make recommendations for the Historical District Walking/Driving Tour Map design and content. The motion was seconded by Commissioner Connelly and with Commissioners Connelly, Dinkins, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

DISCUSSION OF HISTORIC TIMELINE DISTRIBUTION

Chair Sakariassen stated that she will be supplying walking tour maps and Timeline books at certain residential places around the City which she thought would reach interested parties. Commissioners were encouraged to do the same.

Mr. Dinkins suggested that staff create a website reminder that items are still available.

There was discussion about Timeline book distribution at street events and various clubs around town.

There was discussion about planning for accepting new submittals for consideration in the on-line version and creating QR code posters, especially for reunion organizers.

Chair Sakariassen encouraged members to actively participate in finding effective distribution spaces for the hard copies or for QR code posters and state any individual efforts at the next meeting.

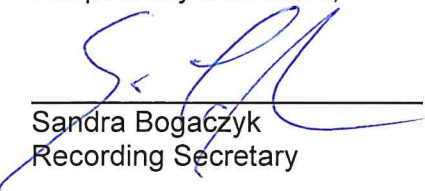
OTHER BUSINESS

Mr. Dinkins asked if the new railroad bridge is under construction and asked if the Commission's mitigating comments were ever addressed. Chair Sakariassen said no, but that grant money was set aside for educational purposes with the North Dakota Historical Society Foundation.

ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:50 p.m. to meet again on July 19, 2023 at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,



Sandra Bogaczyk
Recording Secretary

APPROVED



Amy Sakariassen, Chair