

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
July 17, 2024**

The Bismarck Historic Preservation Commission met on Wednesday, July 17, 2024, 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. Dakota Media Access was present to record the meeting and archive on freetv.org for public viewing. Vice Chair Nodland presided.

Commissioners present were Damita Engel, Beth Nodland, Scooter Pursley, John Swanson and Greg Zenker.

Commissioners not present were Tory Jackson and Amy Sakariassen.

Staff members present were Sandra Bogaczyk – Office Assistant, Lauren Oster – Planner and Stephanie Pretzer – Assistant City Attorney.

Vice Chair Nodland and commissioners welcomed Commissioner Zenker to the board.

MINUTES

Vice Chair Nodland called for consideration of the minutes of the June 19, 2024 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Swanson to approve the minutes of the June 19, 2024, meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Pursley and with Commissioners Engel, Pursley, Swanson, Zenker and Vice Chair Nodland voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Vice Chair Nodland asked if there were any public comments.

There being no public comments, Vice Chair Nodland resumed the meeting.

2022 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster summarized the status of the 2022 Historic Preservation Fund Grant as specified in the agenda packet memorandum. She noted that three potential options were identified to use the remaining grant funds and hiring a firm to develop a design for the Cathedral Area Historic District was identified as the top option. She summarized the development of how street banners for the Cathedral Area Historic District were designed and the professional service solicitation process. She noted that five letters of interest were received and distributed to commissioners prior to this meeting.

Mr. Swanson stated his concern using companies from out of town.

There was consensus to use a company offering a flat expense rate, rather than hourly rates and a request to staff that future solicitations have the same financing format so proposals can be more easily compared.

There was discussion about each letter of interest received for the banner production, the history of Historic Preservation Commission fund uses and establishing a timeline for using funds.

Ms. Oster stated that the final banner design must be approved by the State.

There was discussion about which of the three sign design options would be the final design.

Ms. Engel stated that she did not feel an interview with the bidders was necessary and that was met by consensus.

MOTION: A motion was made by Commissioner Swanson to approve hiring Marketing Würks to produce the banner design. The motion was seconded by Commissioner Engel and with Commissioners Engel, Pursley, Swanson, Zenker and Vice Chair Nodland voting in favor of the motion, the motion was approved.

Vice Chair Nodland directed staff to contact Marketing Würks for a contract.

There was discussion about members being a part of the contract discussion for future projects and Commissioner Swanson volunteered to assist staff in the banner design process.

2023 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster summarized that the printing of the historic district banners could be funded by the 2023 Historic Preservation Grant and asked commissioners to comment on their wishes.

There was discussion about the RFP (Request for Proposal) process.

Mr. Pursley volunteered to be on a review board committee and Vice Chair Nodland suggested that Chair Sakariassen be on that committee since she has voiced that interest.

Ms. Oster updated commissioners that Commissioners Engel and Pursley will be attending the National Alliance of Preservation Commissions' Florida conference at the end of the month and will present their findings to the board at the next meeting.

Vice Chair Nodland asked Ms. Engel and Mr. Pursley to take pictures to add to the Historic Preservation Commission webpage and collect any items which could enhance the Commission's agenda and wished them a good time. Both attendees expressed that they are looking forward to going.

2024 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster summarized that the Commission has a budget of \$21,990 to use on the Commission's decision to prioritize education outreach, a building survey and conference attendance, as stated in the agenda packet memorandum.

Vice Chair Nodland explained details to be decided in the education agenda item and asked for volunteers to organize actions.

There was discussion of how the fund could be used for expenses.

Vice Chair Nodland and Mr. Pursley volunteered to assist and suggested that Mr. Jackson might assist due to his experience and knowledge.

Vice Chair Nodland stated that an RFP would be created to hire an outside source to create a comprehensive survey of historical buildings in Bismarck and asked for volunteers to work with her to create the RFP. At Vice Chair Nodland's request, Ms. Oster reminded commissioners that they wanted to look at previous experience with conducting the Highland Acres survey and meeting with State Historic Preservation Office would be the best practice before writing an RFP. Ms. Engel volunteered to assist with this priority item.

There was discussion about the similarities and differences between Talking Trail projects and Story Map projects.

Vice Chair Nodland summarized the Historic Preservation Commission's relationship with Certified Local Government (CLG) actions and agendas and asked commissioners what they wanted to see at conferences and reminded that members have previously suggested historic walking or bus tours. Ms. Oster noted to members that Chair Sakariassen and staff are meeting with representative from the State Historical Society of North Dakota (SHSND) to figure out the conference logistics.

Vice Chair Nodland asked Commissioners to offer suggestions for conference agenda items, what role should the Bismarck Historic Preservation Commission have and what future public engagement activities could they discuss.

Chair Nodland suggested staff ask if a session on Bismarck's public engagement activities would be desired. Ms. Oster stated that she will discover what overlap the CLG and Mountain Plains Museum Association conferences have. Ms. Oster stated that she would have an outline agenda for members' consideration at the next regular meeting.

HISTORIC PRESERVATION AWARD

Ms. Oster summarized the history of conversation regarding presenting a historic preservation award and, as stated in the agenda packet memorandum, requested members direct staff on the next steps to take.

There was discussion about the award criteria and having awards for different categories, including an individual award as well as an organization award. There was consensus for a subcommittee to develop criteria and a suggestion by two members to limit the number of awards to be presented. There was consensus that the Historic Preservation Commission should present the awards by May of 2025.

There was discussion about what other North Dakota cities have awarded.

Vice Chair Nodland requested that members adhere to a deadline of April, 2025 for final decisions.

Vice Chair Nodland stated that she appreciates all the work completed and members' work to prioritize projects and turn them into acts of engagement.

OTHER BUSINESS

Ms. Engel asked staff to name the members, who attended the subcommittee, to analyze the survey results and make suggestions for the Historic Preservation Plan based on those public results. Ms. Engel then noted priorities and progress on the Plan and that they have a standing monthly meeting on the second Thursday of every month at the City-County Building, David Blackstead Conference Room, for this purpose.

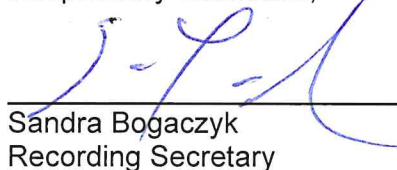
Vice Chair Nodland explained why the Historic Preservation Commission is working on this Plan.

Ms. Engel stated that she expects the text to be completed by December and to add appropriate images throughout the winter.

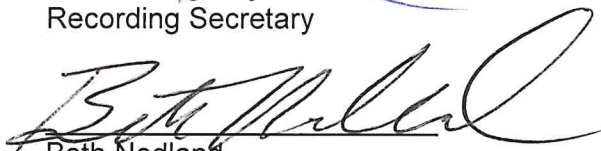
ADJOURNMENT

There being no further business, Vice-Chair Nodland declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:12 p.m. to meet again on August 21, 2024, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,



Sandra Bogaczyk
Recording Secretary



Beth Nodland
Vice Chair