

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
November 20, 2024**

The Bismarck Historic Preservation Commission met on Wednesday, November 20, 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. Chair Sakariassen presided.

Commissioners present were Damita Engel, Tory Jackson, Beth Nodland, Scooter Pursley, John Swanson, Greg Zenker and Chair Amy Sakariassen

Staff members present were Annie Hojian – Office Assistant, Daniel Nairn –Planning Manager and, Lauren Oster – Planner.

Also present was Alicia Fadley with HTG Architects

MEETING INFORMATION

No additional update on project reviews is available. A letter was sent out for a previous review requesting additional information, but this is currently stalled.

MINUTES

Chair Sakariassen called for consideration of the minutes of the October 16, 2024 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Engel to approve the minutes of the October 16, 2024, meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Zenker and with Commissioners Engel, Jackson, Nodland, Pursley, Swanson, Zenker and Chair Sakariassen voting in favor of the motion, the motion was approved.

NOTE: Commissioner Nodland asked for minutes (page 7 of 18 of the agenda packet) to be corrected/adjusted regarding her comments regarding a discussion with new Americans and how the Historic Preservation Commission (HPC) can partner with them. During this discussion, Commissioner Jackson also spoke and Office Assistant Annie Hojian combined their two separate thoughts/ideas into one. Commissioner Nodland requested this section to state she would like to “partner with new Americans and in doing so, it would allow for research opportunities to explore the history of immigrants who are of different races/cultures, and the reasons why they came to Bismarck”. Minutes will be corrected to reflect this and presented at the next HPC meeting on December 20, 2024 for approval.

UPDATE ON PROVIDENT BUILDING RENOVATION

Alicia Fadley, HTG Architects, was present to give an update on the Provident Building renovations. The interior renovation plan for all county offices has been completed and it mainly involves moving walls for office spaces.

The HPC had some concerns regarding the renovations several months ago. Ms. Fadley wanted to update the HPC on what is being/has been done. Per Ms. Fadley, the interiors have been gutted many times already, but they do want to preserve the historical aesthetics as best as possible. The marble walls on the first floor will stay, except for two small sections that needed to be moved due to ADA requirements. The terrazzo floors will be the same. The exterior windows do need to be replaced, however, they will be replaced with the same appearance and style of window to be in keeping with the historical aesthetic of the building. There will be no change to the exterior of the building. Signage has been reviewed and the Provident Building signs that are not original are very rusted and deemed a hazard. All will need to be taken down. Once the signage is taken down, more of the façade will be exposed and repairs will be addressed then. The original mail chutes and dumbwaiters will remain with the interior being gutted and the entire building will be sprinkled for safety. The piping for the sprinkler system is located within the dumbwaiters. There is discussion regarding the revolving entrance door as Burleigh County wants it replaced due to safety concerns. HTG Architects has reached out to the State Historical Society North Dakota (SHSND) regarding the door. The beacon light on top of the building will be remaining. Plaster and lathe will remain in the entry and other walls will be replaced with sheetrock. There is quite a bit of asbestos to remove. All mechanical and electrical systems have reached their lifespans and will be replaced. They are looking at creating a comfortable building for the next 100 years, while trying to preserve the historical integrity of the building. The current entryway will remain.

2023 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster explained two projects remain; the walking tour maps and Historic District streetlight banners.

Regarding the walking tour maps, additional maps have been purchased for the Downtown and Cathedral areas. A map for Highland Acres does need to be created and can be done with the remaining \$3000. Staff will meet with design professionals for layout and printing this week. Some discussion was held regarding maps in Highland Acres. Commissioner Pursley brought up the issue that there are no sidewalks and questioned if a walking tour map was appropriate due to safety concerns. He suggested a driving map as a more appropriate solution. Chair Sakariassen feels Highland Acres should be organized in two ways, with a walking and a driving map.

Banners are up in Highland Acres. The designs are ready for Cathedral Area banners and we are waiting on designs for downtown. A budget of \$11,800 is available for the remaining banner projects. Staff recommends the HPC determine if design services are needed and to provide direction to staff. Commissioner Nodland stated the downtown subcommittee has not met, but will be meeting soon. Chair Sakariassen reiterated design monies can be accessed.

2024 Historic Preservation Fund Grant Update

Ms. Oster asked for a decision from the HPC on where the remaining \$2,500 can be spent which was originally allocated for the 2024 Certified Local Government (CLG) conference.

Bismarck Parks and Recreation Department (BPRD) is working on drafting proposals for the Satchel Paige project. Fundraising may be delayed due to the upcoming holiday season. There may be an opportunity for the HPC and BPRD to collaborate on this project. In checking with SHSND on allowable expenses, the Satchel Paige statue, and additional interpretive materials, is not an eligible expense through this grant. This only includes grant assisted historical buildings, structures and archaeological sites. Staff at SHSND has looked at nominating the Municipal Ballpark, and it has already been determined it is not eligible. It has also been discussed with different national register reviewers and the National Park Service within this area and region. QR code signage related to this ballpark is also ineligible by itself. If it were to be included in another project throughout the City, the majority of the sites would need to be listed or eligible with the national register of historic places. SHSND did state a Cultural Heritage Grant is a potential and may allow a statue and signage monies. Ms. Oster again asked HPC where the \$2,500 funding source remaining from CLG should be spent.

Commissioner Pursley asked if identifying a majority of sites for a QR code or “talking trails” can be added in. Commissioner Nodland stated no current QR project is proposed or is going on right now. Due to no current project, no monies can be added.

As some history has already been written by Commissioner Jackson and Commissioner Pursley about the history of baseball in Bismarck, it was suggested a brochure be created to give information about Satchel Paige. It would be distributed at the games or included in a flyer. It can be available everywhere and include approximately 3-4 pages of history. Commissioner Pursley spoke on the historical significance nationwide of Bismarck having the first integrated baseball team and how a publication could include history of black athletes. The \$2,500 would cover the printing cost and any additional writing can be donated labor. Commissioner Jackson asked if a history of the ballpark and any photos are included in the timeline. If so, it should be fairly easy to track down the information and get it put together. Ms. Oster will check to see if this is stand-alone eligible or if it has to be integrated with other aspects of Bismarck.

Discussion ensued on why the funds cannot be used as the HPC would like, as past funds have not always had a tie to a place on the national registry. Ms. Oster will discuss with SHSND and invite Amy Munson to attend a future meeting to logically explain the rules as to what the HPC can and can't do. This will further help the HPC to plan their projects. Ms. Oster advised because these are 2024 grant funds, there was still time remaining.

IDENTIFICATION OF 2025 HISTORIC PRESERVATION FUND GRANT PROJECTS

Potential costs were laid out for the five items selected by the HPC during the October 16, 2024 meeting and are included in this month's agenda packet. The 40% match is not included in this item and costs could be worked in through donated labor.

Regarding the survey update of downtown, currently there are 77 properties with a potential of 62 more to be added. A draft of the potential area can be prepared, knowing a Class III intensive survey is needed for the potential 62 properties, and can be adjusted. Lorna Meidinger with SHSND

was spoken to briefly about this. An estimated budget of \$250 per parcel is proposed, with this amount being lowered through donated labor. Commissioner Nodland noted more buildings in the downtown area have become historic since the first survey was done. Rather than just "revisit", it is felt a more in-depth survey be done. There is no "magic line" at the railroad tracks and to date, nothing south of the railroad tracks has been surveyed. Discussion ensued on what the actual boundaries of downtown are and if they can be expanded. It is estimated \$34000 be budgeted towards this project.

In reviewing graphic design services for the Historic Preservation Plan, it was estimated 40 pages would need to be designed with items and details. Discussion was had over the estimated price, \$28,000, for design services, with most commissioners in agreement the price was very high. Estimates were based on previous work done through Marketing Würks and per Ms. Oster, staff cut the amount of hours down. Commissioner Engel stated the HPC is very text heavy and would like to find a more user friendly and accessible way for the public to obtain information. Donated labor can reduce the cost or hours. Commissioner Pursley suggested putting out a bid to others and in doing so, HPC would have a frame of reference for this type of work. With grant review due in January/February 2025, Ms. Oster will reach out to additional print companies, as well as independent contractors. Commissioner Engel stated they should overbudget so there is a cushion, rather than being short funds; unused funds can be reallocated to another project. Commissioner Nodland asked if a physical print copy is to be made available or would it be online. Per Commissioner Engel it would be online with a flyer printed to direct the public to the information. This is just design costs and not including costs for printing. Consensus from the HPC was this is an item they'd like to apply for in the 2025 Historic Preservation Fund Grant, however they don't know if they want to or can spend the funds on this without further information.

Potential collaboration with BPRD was discussed, but staff needs more information, specifically about projects as some parks are currently ineligible.

Awards and certificates are the average cost based on local businesses. Design time is not accounted for and questions arose if the HPC bases design time/funds on existing information. Also, a mailing budget is not included and should be added. Three areas are eligible for an award per year. This is a three year grant that is being applied for, and the HPC wants to ensure all three years, with a maximum total of three awards each year, would be accounted and budgeted for.

Discussion was had regarding the history of Emergency Services in Bismarck. Several ideas were discussed regarding interviews, story maps, events, and research. It is unknown at this time if this is a group volunteer project or if a firm would be hired. The HPC feels this is more of a concept than a project and subcommittees would need to be formed, in order to determine what can be done with the information, before grant funds can be requested. Although "concept development funds" were discussed, the consensus of the HPC at this time was to dismiss starting anything regarding history of Emergency Services.

OTHER BUSINESS

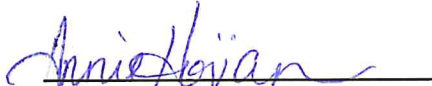
Ms. Oster stated an update to bylaws is underway and provided proposed updates to the HPC, per the current bylaw amendment process, for their review before the December 18, 2024 meeting.

ADJOURNMENT

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There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:19 p.m. to meet again on December 18, 2024, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,


Annie Hojian
Recording Secretary


Amy Sakariassen
Chair