

BISMARCK HISTORIC PRESERVATION COMMISSION

MEETING MINUTES DECEMBER 18, 2024

The Bismarck Historic Preservation Commission met on Wednesday, December 18, 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, and Chair Amy Sakariassen.

Absent was Commissioner Zenker.

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

Also present was Amy Munson - State Historical Society of North Dakota (SHSND) via Zoom.

MEETING INFORMATION

Historic Preservation Reports

MINUTES

Chair Sakariassen called for consideration of the minutes of the November 20, 2024 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Jackson to approve the minutes of the November 20, 2024, meeting of the Historic Preservation Commission (HPC). The motion was seconded by Commissioner Nodland and with Commissioners Engel, Jackson, Nodland, Pursley, Swanson, and Chair Sakariassen voting in favor of the motion, the motion was approved.

Commissioner Nodland asked for minutes of the HPC October 16, 2024 meeting (page 7 of 18 of the agenda packet) to be corrected/adjusted regarding her comments in reference to a discussion with new Americans. This was done and approved by her. The HPC had already approved the minutes at the last meeting and this is for information purposes only.

Chair Sakariassen asked for a correction to the November 20, 2024 minutes on page 4 regarding the awards. It is corrected to reflect the correct number of total awards. "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."

2024 Historic Preservation Fund Grant Update

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

Amy Munson from SHSND was present via Zoom to answer questions regarding where these funds can be allocated and why. Previously it was discussed by the HPC to use the funds towards some contribution to the Satchel Paige project the Bismarck Parks and Recreation Department (BPRD) was working on. Some ideas the HPC had are ineligible to benefit from the surplus monies. Ms. Munson explained SHSND has a grant application in for the Bismarck ballpark and they have received notification it is not eligible for inclusion in the National Register of Historic Places. Due to this, funds cannot be used towards it. Ms. Munson did state if a general brochure of Satchell Paige, the 1935 team and Bismarck baseball history in general were created, that the funds would be available for use with this project. The project will need to be kept to the town, and not tied to a particular site. It can include discussion on other ball diamonds, call out the general history of baseball regarding who, where, and when and can be an educational resource.

This brochure can be generated or created through the research already done and the resources the HPC has. Per Commissioner Jackson, some material is available from when the HPC worked on the timeline. Commissioner Jackson also has material from a presentation he gave to the Bismarck Historical Society a few years ago on the general history of baseball from the early days up through the 1935 team, including photos, and he is happy to share this information.

MOTION: Commissioner Engel motioned that the allocated \$2,500 surplus from the 2024 Historic Preservation Fund Grant be used in the development of a brochure to cover the history of baseball in Bismarck, ND. Commissioner Pursley seconded the motion and with Commissioners Engel, Jackson, Nodland, Pursley, Swanson and Chair Sakariassen all voting in favor, the motion passed.

Ms. Oster spoke on the draft request proposal for the South Capitol Survey. The project would include a Class I and Class II survey between Boulevard Avenue and Avenue A, as well as 4th Street and 6th Street. It would encompass 189 properties and the budget is \$15,000. For this item, staff requests HPC review and approve the requests for proposals, with any changes, that would be necessary.

Commissioner Nodland would like to clarify whether the principal investigator needs to be permitted in ND. As of right now, it only states that they need to be qualified under the Secretary of Interiors Qualification Standards, but she believes they should be permitted as an architectural historian in North Dakota too. By being permitted, this will give them an access code that they're going to need to be able to upload digital information on the State's site. It is believed the person will need to be an architectural historian in order to successfully complete the State Historic Preservation Office (SHPO) process. She understands the individual selected would also do the background research and create the documentation of that, as well as creating site forms and a report. Commissioner Nodland requested the word "initial" be taken out of the site forms, as she is not sure what "initial" entails. This should be instead addressed as "new or updated", as they will have to do both initial and new or updated. She also asked for clarification on "data entry" and what that includes. Due to this, she would like this removed. In regards to photographs, she feels that the photographs need to meet the minimum, or exceed, SHPO requirements because it is in the regulations. Currently SHPO is kicking back photographs that do not meet their requirements. She wants to ensure that any photographs the contractor gives the HPC meets the minimum standards. She feels it should be clarified to the contractor if photographs taken from the street include street and alley, or if SHPO wants a photograph of just the front of the building, without hedges/fences/trees, etc. according to their

regulations. Ultimately, Commissioner Nodland wants language to state photos need to meet the regulations of SHPO. The contractor will be required to submit digital data with site forms. Clarification is needed as to what the HPC needs included in the digital files, or shapes files, and

whether it should include a GPS point, a polygon, etc. regarding what SHPO wants from the HPC. Can a boundary be drawn and if so, can the contractor do this from digital photographs? Commissioner Nodland wants to ensure that the photographs and digital files meet all requirements of SHPO, especially if a contractor from out of state is hired because they will not know that.

Commissioner Nodland also discussed her concerns with the schedule. There are 189 site forms that a contractor will be hired to generate. In looking at the proposed timeline, there is a submission in November for site form review. There may be additional steps that need to be included. If the contractor is going to submit site forms to the HPC for review first, the HPC will need to have time to review all the information, in addition to providing time to allow for any corrections by the contractor before submission to SHPO. SHPO then has 15 days to review the submitted information. It has been found that currently all are coming back with comments and corrections. The contractor needs to respond to those within 10-15 days and then it is returned to SHPO for another 15 day review. All of that time adds up quickly and will all be lumped into the site form review in November, but it might be a little longer than that.

Commissioner Nodland spoke on the draft survey with assumption this is the written report. Ms. Oster affirmed this is also her understanding reading through other request for proposals (RFP) for similar things, but can re-word this. Commissioner Nodland requests this be called "written report" and it has the same kind of regulatory process where it is submitted to the HPC with all 189 sites blended into a written report. The HPC will need to review, make corrections and then send to SHPO for review. At that point it will go back to the contractor to make corrections. After this, it goes back to SHPO to review the corrections made. Commissioner Nodland wants to ensure the contractor does not stop with just the draft submission, but instead is responsible for making any necessary corrections. She also wants to ensure the contractor is responsible for uploading the digital data to the SHPO online site. SHPO will also review this and there may be corrections to the digital data. The submission, review, and correction process needs to be built into the site forms, report and digital data to ensure the contractor is responsible.

Discussion ensued on the review process and if the contractor submits to SHPO first and then it comes to the HPC. Commissioner Engel stated that the HPC is trying to get a baseline for this area, but quality control is part of SHPO's responsibility. Once that is completed, the HPC can then select the sites that should be part of the survey based on the period of significance. Commissioner Nodland brought up that sometimes the HPC has some insider knowledge regarding sites and wants to ensure that can be included before they are finalized. If information needs to be changed at the site form level, it will need to go to SHPO for review. If it is additions or stories about the properties, this can just go into the report and not necessarily be in at the site form level. It can be updated and included into the site. This can also be a conversation with Lorna Meidinger, SHSND, as to how she wants the HPC to handle the exchange of information.

Amy Munson, SHSND, shared what typically happens with projects. Generally, 10% of site forms are requested to be completed early so that an initial review can be done to address all the requirements so that not all 189 properties are done incorrectly. HPC, SHSND, Ms. Oster and Lorna Meidinger can all work together to review timelines and make sure reviews can happen on both ends. Ms. Oster will make adjustments to extend the timeline out based on the HPC's comments. When the contract process is discussed with the contractor, the timeline

would then be stricter in requirements than what is currently included in the RFP. Commissioner Nodland feels dates are not necessary, rather the responsibilities and steps be clearly spelled out so that the contractor does not disappear and is required to fix any issues to bring things to a final deliverable product. TBD dates will be included instead so that there is more flexibility in a time frame.

Commissioner Engel stated that some of the bullet points are reading more like a Class III undertaking and she would like to make it clear this is an initial “first blush” impression of these properties and not in depth. Recommendations of periods of significance for the area are to be made. She did send Ms. Oster some verbiage so that it does not read as a Class III. Changes include: document the historic character and conditions of each property within the survey area; and completing the NDCRS architectural site form for each property in the survey area. Data collected will include locational information, property boundaries, current ownership, date of construction, known architects or contractors, assessment of integrity, preliminary evaluation of significance under the National Register of Historic Places criteria and site photographs; an update to existing documentation of any previously recorded cultural resources, within the survey area, where eligibility has been determined in a previous survey; and such determination will remain unchanged, unless the contractor provides evidence that the statement warrants change, and provide a historic context for the development of the survey area, and make recommendations for future preservation activities, including additional survey recommendations and evaluation of national register eligibility and district potential.

It is possible that a Class III may need to be conducted in a later phase on some of the 189 properties based on the ones that are eligible regarding contribution to whatever periods of significance are identified. Properties would already be recorded. Commissioner Nodland was under the impression the requirements for a map, suggesting a boundary, was sounding like it is getting into a historic district nomination, and feels carefully wording the language so that it makes clear

that this is a preliminary stage in working toward a district nomination. For a Class I and Class II, is it normally suggesting a possible boundary. Per Commissioner Engel, it would identify the periods of significance for this region and the map would reflect which properties would fall into those periods for the builds or whatever is found. Commissioner Nodland questioned if periods of significance are selected, but it is found there are structures on 3rd Street or 7th Street that fall into the same period, same builder, or same characteristics, then those eventual boundaries might incorporate a few nearby structures because boundaries do change. Chair Sakariassen stated if the boundaries are not identified as a core boundary area to help you get to the information, then you can't just pull in things until you have the bulk of the information. This would be the inventory of properties. It is felt a map is needed of the properties that fall into the period of significance, but this would be created after the initial inventory and then determining a boundary area based on where the properties are located that fit the criteria. This is a discussion regarding boundary recommendation under map notation. Ms. Oster will take out most of the language, except for creation of the boundary map that would be highlighting the periods of significance. It is very important to the HPC that contractor's understand what they are bidding on. Chair Sakariassen would like to move forward with the RFP, with the alterations and suggestions, discussed at length by the HPC. She feels confident that Ms. Oster and SHPO will include all suggestions and comments from the HPC in the final RFP request. Commissioner Engel will also review this again so that it does not have to come back to the entire commission. Ms. Oster did send a draft of this to SHPO previously and did get some related comments. She will reach out again to see if any additional comments have come to light or if there are any changes they'd like to see. Flexibility will be built into the dates provide to the commission on this day.

MOTION: Commissioner Nodland made a motion to move forward with the RFP, with the alterations discussed today, and add any potential SHPO alterations/comments that may apply. The motion was seconded by Commissioner Engel and with Commissioners Engel, Jackson, Nodland, Pursley, Swanson and Chair Sakariassen voting in favor, the motion was passed.

DRAFT OF 2025 HISTORIC PRESERVATION FUND GRANT APPLICATION

Historic Preservation Fund Grant Applications for CLG are currently open and the deadline to apply for this is February 14, 2025. Deadlines for approvals of certain boards are highlighted in the agenda packet.

Ms. Oster advised the HPC that, through inquiries with SHSND, it was determined the HPC award and certificates are considered honoraria and is an ineligible expense under this grant. Staff has been working through Community Development on finding a different funding source for awards. The HPC is still on track for doing the awards for this next year, although the funding will not come from this grant.

Due to awards not being an eligible expense under the 2025 Historic Preservation Fund Grant, this project was replaced with attendance at the 2026 National Alliance of Preservation Commission's Conference in Minneapolis. The ND State CLG coordinator has noted that she's looking to organize a meetup with other regional CLGs as well at this conference. It would be a great opportunity to network or learn from some of those other CLGs, who have more experience, or different ideas that work, and they'd be in the same historic, environmental context that Bismarck is.

Daniel Nairn, Planning Manager, has agreed to provide design services for the Historic Preservation Plan following the November 20th, 2024 HPC meeting. By doing this in-house, costs are cut and provide an opportunity to provide some in-kind match. This draft application does not need a final action at this meeting. Action will be needed at the January 2025 meeting. This is mainly to update certain donated labor costs which will affect the whole budget of this grant. A final budget needs to be identified prior to action. The HPC was asked to review and make recommendations on comments in the draft presented by Ms. Oster. Chair Sakariassen, on behalf of the HPC, extended their thanks to Mr. Nairn for his offer of his time and talent. It is a very nice contribution.

Commissioner Nodland asked, if based upon the grant requirements provided, it seemed like the downtown update and intensive survey has accounted for all the costs of items required. Ms. Oster explained that, based on the layout provided here and the guidelines, they do want to make sure it is as itemized as possible. Based on this, Ms. Oster did separate out parcels per the site form update area, making sure to include an area south of the railroad tracks, as discussed with Chair Sakariassen, and including the current downtown district, based on the HPC comments from last month's meeting, that some areas will need to be completely redone and not just an update. There is no length requirement and Ms. Oster can add more if needed. If any additional thoughts, ideas or updates are needed for this specific project, Ms. Oster welcomes them.

Chair Sakariassen feels the linear development of Bismarck's history and community has not previously been dealt with. It was discussed that the potential area including south of the railroad tracks appeared to be adequate and already has a relationship with the existing defined downtown. Chair Sakariassen stated that with the community growth due to the railroad, the

next stage would be to explore the east/west corridors along the railroad tracks and research the evolution of the railroad in Bismarck. This would include a picture of the downtown history, but if other inventories were completed subsequently to this, the HPC could catch the evolution of the railroad in Bismarck from the North Dakota State Penitentiary (NDSP) to Fraine Barracks and the bridge. As of now, nothing exists in the current story of Bismarck to represent the flow of development beyond downtown or residential. Nothing has drawn on the flow of development of the east/west sides of Bismarck. This may be an important point to accomplish in the future. Commissioner Nodland agrees and would even like to see history on development of roads eastward on Old Highway 10, and roads around it that parallels the railroad. It is also a period of significance in this historic district. This would tie into not just regional history of travel in Bismarck, but also in statewide and national transportation. This affected warehousing, sales, etc, and Bismarck was the hub for all. Commerce started by coming up the river, but Chair Sakariassen would like to research the second, and even third generation, of transportation history in Bismarck that follow that as even the interstate is only north or south of our communities. It is still a linear transportation corridor that mirrors two earlier ones. Before branching out to other neighborhood things, the HPC can look at filling in this story. This would provide the HPC knowledge of resources available, how it affects the community, and provide a point of view for future projects.

Ms. Oster asked for the HPC to email her on any corrections regarding spelling/grammar and also if there are any major adjustments needed in reference to funds or hours needed. This information is needed as soon as possible as the HPC will review it in full first before it is presented to the full commission for final review. Ms. Oster requested any corrections be made prior to January 9, 2025.

Ms. Oster explained she takes an average of all the HPC members donated labor time to calculate a rate and it does not pull out specific HPC members. Hours needed will be adjusted as the HPC feels more hours are needed to review sites. Ms. Oster asked if the HPC felt more commission members would like to review site forms for the Downtown Survey before it comes to the full commission for review. This will affect the calculated rate and she wants to ensure this is budgeted for appropriately. Every 3 years, SHPO provides a table with information regarding donated labor rates, and how to calculate it. The commissioners' donated labor rates are updated each year, based on their general idea for what an archeologist, or historic preservation professional position is compensated at. They do have some set rates and if your profession is not covered under that, or if your experience and what e you are providing is not covered under that, there is a separate table that is also looked at.

UPDATE BYLAWS

Ms. Oster asked for approval of amendments of bylaws. Chair Sakariassen asked for comments regarding amendments of bylaws. Commissioner Pursley asked what the changes were. Changes are in regards to compensation and qualifications. C and D are new to the bylaws, but are already noted in Bismarck City Ordinance. This is ensuring all are aware of what the requirements are.

MOTION: Commissioner Engel made a motion to accept the bylaw amendments as presented. The motion was seconded by Commissioner Jackson and with Commissioners Engel, Jackson, Nodland, Pursley, Swanson, and Chair Sakariassen voting in favor, the motion was passed.

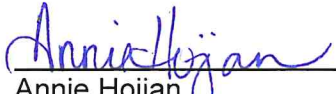
OTHER BUSINESS

Ms. Oster noted this is Commissioner Jackson's last meeting of the HPC. Staff, and the HPC thanked Commissioner Jackson for his dedication to the City and to the HPC and community . A resolution of appreciation was presented. Commissioner Jackson has been involved in multiple projects, not just with the City, but with other entities in the community. This includes the timeline and the Historic Preservation Plan in its initial draft stages.

ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:08 p.m. to meet again on January 15, 2025, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,



Annie Hojian
Recording Secretary



Amy Sakariassen
Chair