



HISTORIC PRESERVATION COMMISSION

MEETING AGENDA January 17, 2024

Tom Baker Meeting Room	3:00 p.m.	City-County Office Building
<p>The City of Bismarck encourages citizens to provide their comments via email to planning@bismarcknd.gov. The comments will be sent to the Historic Preservation Commissioners prior to the meeting and included in the minutes of the meeting. To ensure that comments are compiled and forwarded to the Historic Preservation Commission with enough time to review all comments, please submit your comments no later than 12 noon the day of the meeting. Comments should also include which agenda item number or topic your comment references and your name (anonymous</p>		<p>comments will not be forwarded to the Historic Preservations Commissioners or included in the minutes of the meeting).</p> <p>If you would like to appear via video or audio link for a 3-5-minute comment on a public hearing item, please provide your e-mail address and contact information to planning@bismarcknd.gov at least one business day before the meeting.</p> <p>As always, live meeting coverage is available on Government Access Channels 2 & 602HD, FreeTV.org, ROKU, Apple TV and Fire TV.</p>
Item No.		Page No.

TERMS and OATHS OF OFFICE

1. Commission re-appointment of Beth Nodland and introduction of new Board Member John Swanson
2. Historic Preservation Commission Terms and Oaths of Office
3. Election of Officers

MINUTES

4. Consider approval of the minutes of the December 20, 2023, meeting of the Bismarck Historic Preservation Commission.



PUBLIC COMMENT

- 5. The public comment period is available for residents and other interested parties to address items on the agenda or any general public input for consideration by the Historic Preservation Commission.

REGULAR AGENDA

- 6. **Public Works Utility Operations Introduction to Historic Preservation Commission**
 - a. By Michelle Klose, Director of Public Works Utilities
- 7. **SHSND HPF Subgrant Review**
 - a. Belle Mehus Auditorium
- 8. **2022 Historic Preservation Fund Grant Update**.....
 - a. Highland Acres logo
 - b. Quotes for banners
- 9. **2023 Historic Preservation Fund Grant Update**.....
 - a. Walking tour map quotes
- 10. **Draft 2024 Historic Preservation Fund Application**.....
- 11. **Draft Provident Building Letter for Burleigh County Commission**
- 12. **Recognition of Service for Commissioners Blake Dinkins and Calvin Grinnell**

OTHER BUSINESS

- 13. **Other Business**

ADJOURNMENT

- 14. **Adjourn:** The next regular meeting date is scheduled for February 21, 2024, at 3:00 p.m. in the Tom Baker Meeting Room.

MEMORANDUM

TO: Chair and Historic Preservation Commissioners

FROM: Lauren Oster, Planner

SUBJ: SHSND HPF Subgrant Review – Belle Mehus Auditorium

DATE: January 9, 2024

The State Historical Society of North Dakota (SHSND) is requesting Bismarck Historic Preservation Commission review and comment on a Historic Preservation Fund (HPF) Subgrant for the Belle Mehus Auditorium at 201 North 6th Street.

As outlined in their application, the proposed project would replace the carpet and brass railing in the Auditorium and carpet in the Conductor's Room for safety reasons. The carpet and brass railings were last replaced in the late 1980s. The current carpeting has holes that flaw the historic beauty of the Auditorium and ripples that create a tripping hazard. The current railing is failing at the joints and has become very loose. This has caused accidents and is an immediate safety concern.

Since opening in 1914, the City Auditorium, now referred to as the Belle Mehus Auditorium, has provided entertainment and a gathering place for the arts community in Bismarck, Mandan, and the surrounding areas. The integrity of the Belle Mehus is of utmost concern to event staff. They would like to maintain the historic character of this theatre and continue to offer events here for the enjoyment of the community. The Belle Mehus Auditorium is listed on the National Register of Historic Places.

Event staff have worked with Lorna Meidinger, the Lead Historic Preservationist with the State Historical Society of North Dakota, who has provided recommendations to preserve the look, feel, and historic values of the building. Estimates have been received for new carpet and railings to replicate the current ones.

Relevant portions of the application to the SHSND are attached for your information.

Staff Recommended Action:

Review the proposed project and provide comments on any potential historic impacts.

Attachments: Draft Declaration
Historic Preservation Fund Grant Application (part)



Project Narrative

Section 1

The Belle Mehus Auditorium has a long-standing history of providing entertainment to the Bismarck-Mandan community and surrounding areas. The Belle Mehus Auditorium (previously known as Bismarck City Auditorium) opened its doors on January 19, 1914. Since the opening, we think the carpet and brass rail were last replaced in the late 1980's. The grant money we are requesting will be put towards replacing the carpet and brass railing in the Auditorium and carpet in the Conductor's Room. Over the years, the current carpet has caused ripples to appear in the front lobby and aisles on the main floor. This is a tripping hazard and beauty flaw to the beautiful Belle Mehus Auditorium. There have also been holes worn in the carpet in the balcony causing an eye sore for attendees.

The current railing is failing at the joints and has become very loose. It is truly just serving the purpose of a historic look right now because the safety of the railing is a concern. We had an incident last month where an event attendee grabbed on to the railing in the balcony and the railing fell on her when she sat in her seat. This is very concerning and something we need to address ASAP. We have bandaged it the best we can without trying to take away from the look and feel of the railing, but it has come to the point of replacement being the only option for most of the railing.

The Belle Mehus continues to impress guests with the variety of entertainment and when one attends an event at the Belle, there is an overall impression that is being formed. It all starts with walking through the front doors. The look and appearance of the carpet when you first walk in will help to set the tone for what to expect in the rest of the building. Also, with the Belle Mehus being on the National Registry of Historic Places, the look and feel of the Belle Mehus must be preserved.

The Belle Mehus is home to many different area productions. Bismarck Public Schools utilizes the auditorium for different concert opportunities along with Central Dakota Children's Choir, Bismarck-Mandan Symphony and Orchestra. The stage comes to life with dancing performances by Northern Plains Ballet, Let's Dance Studio and other promoted events. Also, the Belle Mehus attracts national events, concerts and performances with everything from soft piano music to 80's rock bands. The Belle provides an atmosphere that is unique to our region. It is a gathering place for the arts in our community and has become home to many community and regional events.

Just in 2022, the Belle Mehus Auditorium had 167 event days and 46,654 people through the doors for events. The integrity of the Belle is of utmost concern for our staff, and we would like to continue to offer a wonderful gem to our community to have a beautiful historic theatre that can house so many different events.

Section 2

To help celebrate the 100th anniversary of the Belle Mehus, we are still working on updating different aspects of the Belle Mehus. The carpet and brass railing have needed updated for quite some time, but now have become safety concerns. The carpet has small bubbles in it that could potentially be tripping hazards and the brass railing has become a safety concern with how loose it has become over the years.

Rehabilitation of the Belle Mehus carpet and brass railing are needed to upgrade and meet the safety needs for our guests. We have received estimates and the new carpet and railing will replicate what is currently onsite, so we preserve the historic character of the building. We have worked with Lorna Meidinger, the Lead Historic Preservationist with the State Historical Society of North Dakota, to have her look at the current state of the Belle Mehus and help offer recommendations as to what can and should be fixed. She has been very helpful with this knowledge and how we can move forward with preserving the look, feel and historical values of the building.

Section 3

The estimates for this project are from Interiors by Design. Over the years, they have done a lot of work at the Belle Mehus and are aware of the sensitivity to the building and keeping it preserved to maintain the historical significance of the space.

The scope of this project includes removing the existing flooring nosings and transitions and replacing with Milliken modular carpet, new transitions, reducers, and stair nosings. This includes the project, adhesives freight, basic prep, tear out of existing and installation of the main floor and upper balcony carpet. We would also look to have Interiors by Design remove and replace the seating in the balcony for the carpet removal and replacement. In addition, the carpet in the Conductors Room would also be removed and replaced to match. The Conductors Room welcomes guests to have a space for a social, meet & greet or private space for the event to have a small gathering.

For the railing, the estimate would include the labor and materials to fabricate, powdercoat and install railing to match railings at main stage sides.

Building Photos



Current carpet in front lobby area



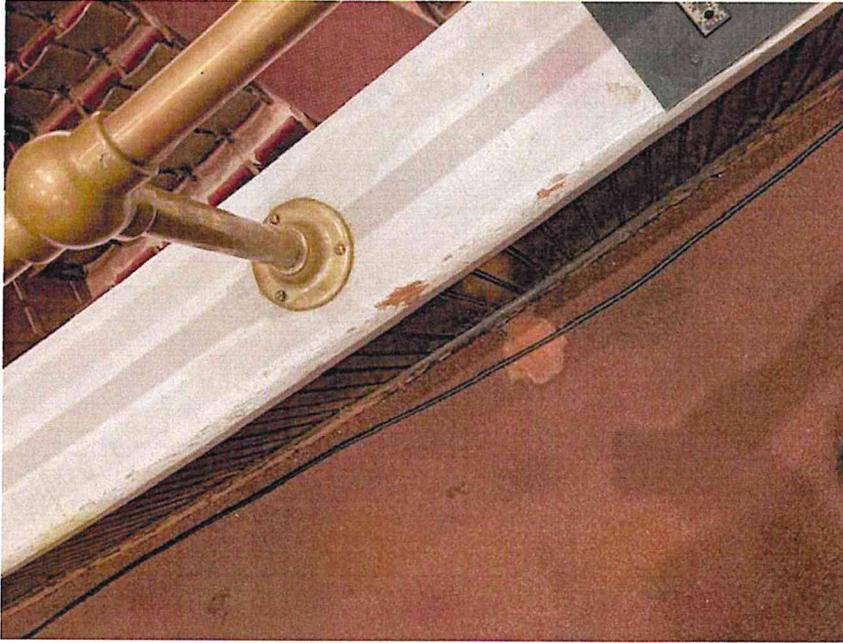
Current carpet down main floor aisle towards stage



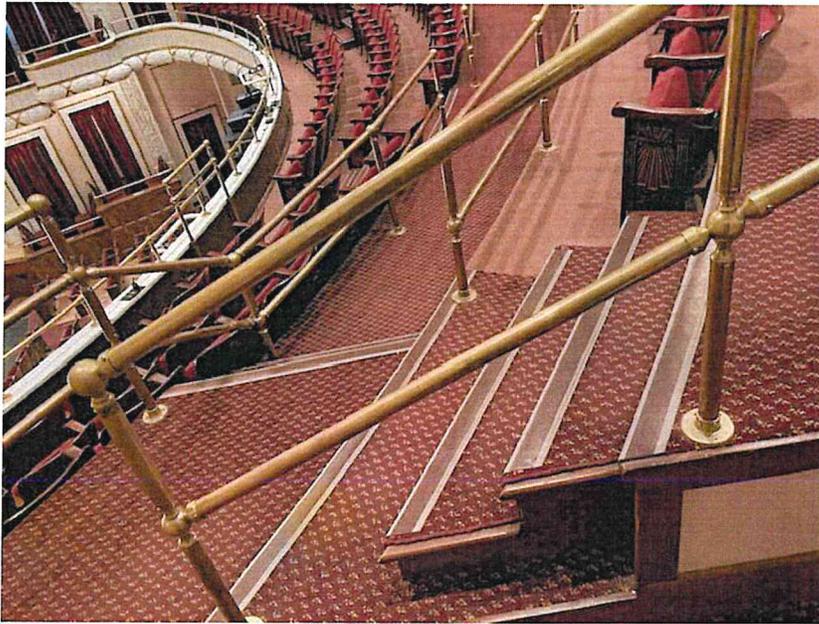
Current carpet in front lobby



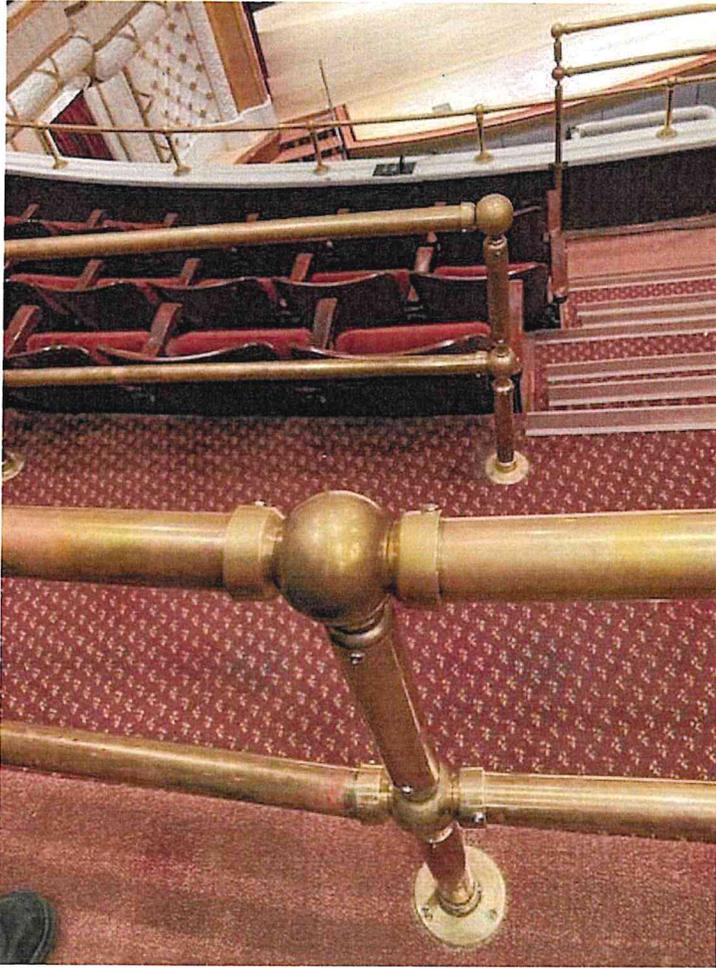
Current carpet in balcony



Current carpet in balcony by the seats



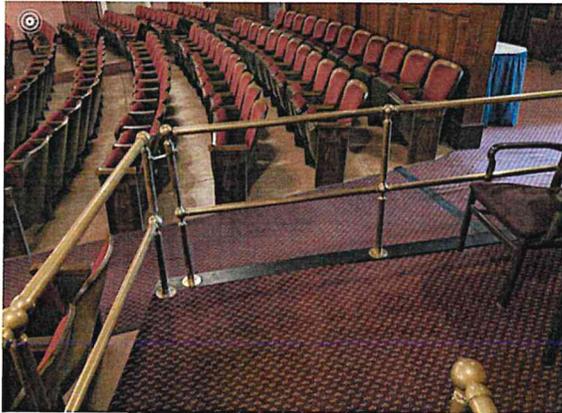
Railing in balcony



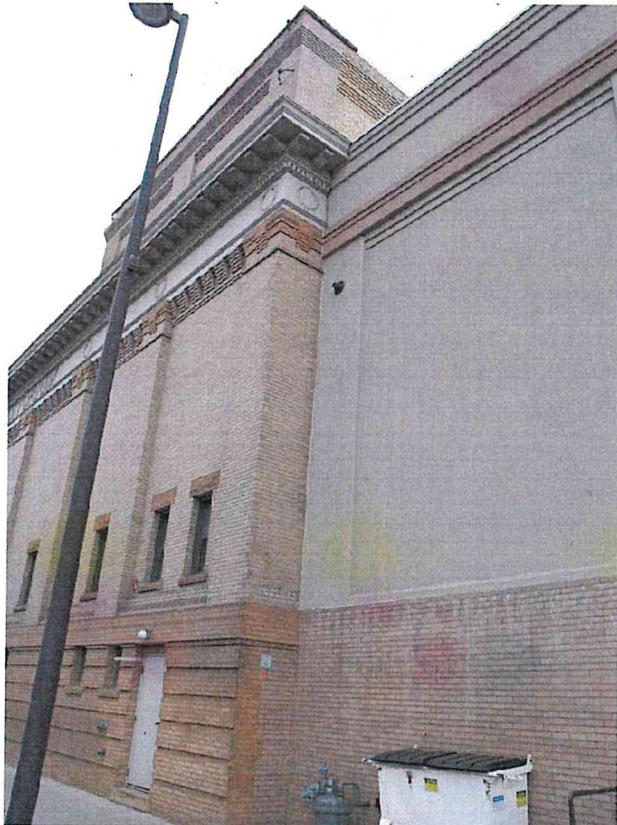
Railing in balcony



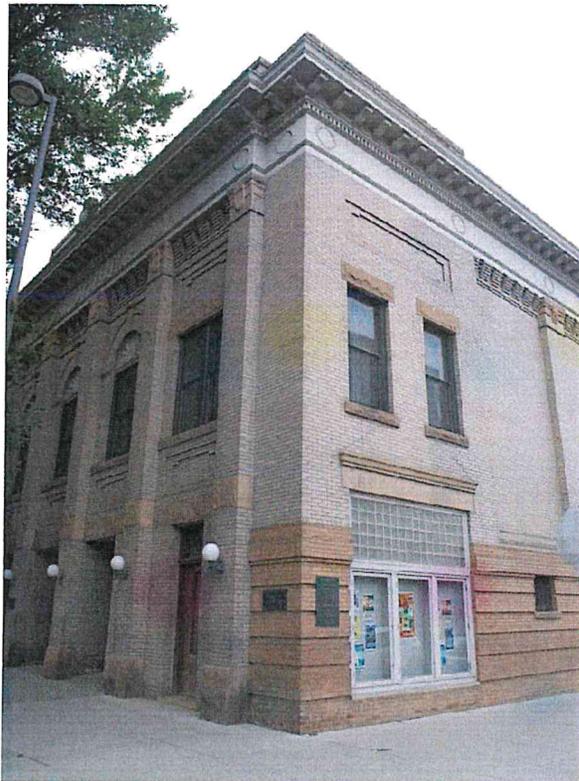
Railing in balcony



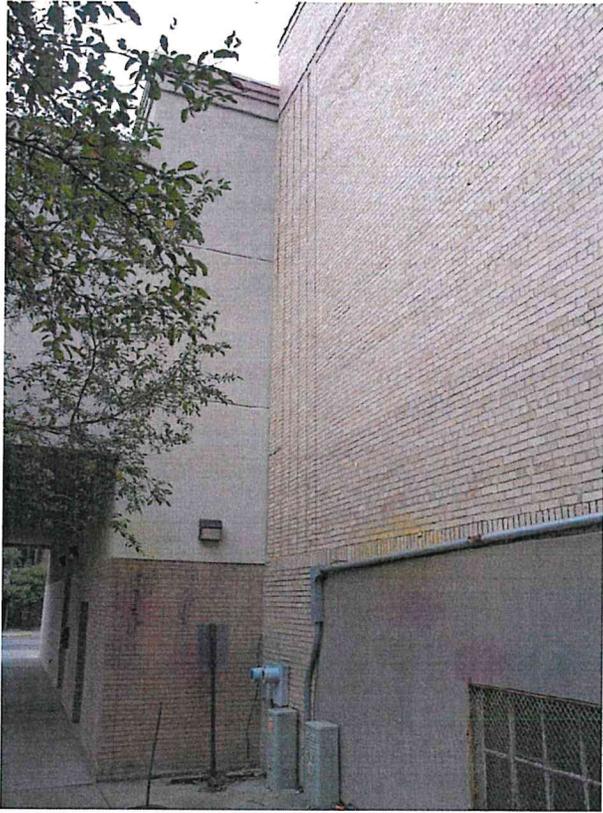
Railing around handicap accessible area



South East Side of Building



South West Side of Building



North East Side of Building



North West Side of Building



DECLARATION

The City of Bismarck Historic Preservation Commission, on behalf of the City of Bismarck, has been advised of the proposed Historic Preservation Fund Subgrant for the Belle Mehus Auditorium rehabilitation project at 201 North 6th Street consisting of the replacement of the carpeting and brass railings in the Auditorium and the carpet in the Conductor's room for safety reasons. Upon deliberation, the Commission hereby **RECOMMENDS** a determination of [Adverse Effect/No Adverse Effect/No Historic Properties Affected/Survey Recommended].

_____, Chair
Bismarck Historic Preservation Commission

Dated: _____

Additional Comments:



MEMORANDUM

TO: Chair and Historic Preservation Commission
FROM: Lauren Oster, Planner
SUBJ: 2022 Historic Preservation Fund Grant Update
DATE: January 12, 2024

Highland Acres Logo Feedback

Staff contacted SHSND to verify approval of the Highland Acres logo and was informed that the graphic was previously approved by SHPO staff.

However, there was some additional feedback that SHPO staff shared for your consideration.

1. The banner graphic design is somewhat underwhelming and is reminiscent of Hanna Barbara cartoons.
2. The design symbolism is difficult to understand and seems very abstract.
3. The blob and dots of color dominates the design. The text should be the dominant element on the banner and should include 'Historic District' in the text.

The original thought process behind the chosen design as such:

The design features a starburst symbol that was drawn by connecting the planned neighborhood centers, large and smaller parks and cul-de-sacs with Highland Acres Elementary servings as the nucleus center. It also features an amoeba shape derived from the inner portion of the main roads of Highland Acres Rd. and round multi-colored circles that mimic painted concrete circles that make up a retaining wall in an individual homeowner's yard (SITS 32BL840).

Additionally, the words 'Historic District' will be denoted at either the top or bottom of the banner and will be dominant enough so that the public knows immediately what the banner is for. This will happen during the final design phase of the banner once a sign company is chosen.

Quotes for Banners

At your previous meeting in December, you directed staff to obtain quotes for banners in the Highland Acres Historic District. Three local and City-licensed sign companies have been contacted for quotes for the following:

1. 35 double-sided banners, (fabric or vinyl) that are 20" X 40"
2. Mounting hardware kits/brackets that will fit around concrete streetlights
3. Additional design
 - a. This will involve picking a color for the background of the banner, a potential border that will complement the logo, and additional text on the top or bottom denoting the area as an 'Historic District'
4. Installation of banners

Of the sign companies contacted, Indigo Signs had the lowest quote.

Staff Recommended Action

Provide staff direction on how to move forward. If you would like to contract with Indigo Signs for the creation and installation of banners in the Highland Acres historic district, please make a motion.

MEMORANDUM

TO: Chair and Historic Preservation Commission
 FROM: Lauren Oster, Planner
 SUBJ: 2023 Historic Preservation Fund Grant Update
 DATE: January 12, 2024

Quotes for Walking Tour Maps

At your previous meeting in December, you directed staff to obtain quotes for the Downtown and Cathedral Historic Districts. The Printers were contacted for quotes since they were previously contracted to design and print these maps in 2022. The quotes for these two districts included the removal of the 150th Anniversary logo. Additionally, tentative quotes for the Highland Acres Historic District were also included. However, it should be noted that these are still being designed and are only a rough estimate. The quotes are as follows:

District	Quantity	Total Estimated Cost	Budgeted Amount
Cathedral	1500	\$620.00	\$1000
Downtown	1500	\$620.00	\$1000
Highland Acres	3000	\$1,720.00	\$3000*

**This includes Design, Printing, and Content Development*

Staff Recommended Action

Provide staff direction on how to move forward. If you would like to contract with The Printers for the quoted prices for the printing of 1500 walking maps for both the Cathedral and Downtown Historic Districts, please make a motion.

Conference Attendance

At your previous meeting in December, you decided to wait until the January meeting to discuss the Historic Preservation Commission attendance for the National Alliance of Preservation Commissions conference in West Palm Beach, Florida in July 2024.

Staff Recommended Action

Decide who will attend the conference.

HISTORIC PRESERVATION FUND GRANT APPLICATION FORM

CLG NAME: **City of Bismarck**
MAILING ADDRESS: **P.O. Box 5503**
CITY, STATE, ZIP: **Bismarck, ND 58506-5503**
CONTACT PERSON: **Lauren Oster**
TITLE: **Planner**
PHONE: **701-355-1846** E-MAIL: laoster@bismarcknd.gov
ADDRESS: **221 North 5th Street, Bismarck, ND 58501**

PROJECT PERIOD

Start Date: **March 1, 2024** End Date: **February 29, 2025**

PROJECTS

- Project 1: **Administrative Budget**
- Project 2: **Local History School Education Resources**
- Project 3: **Survey and Promote a 6th Street Cultural Trail**
- Project 4: **2024 CLG/MPMA Conference**

FEDERAL FUNDS and MATCHING SHARE:

FEDERAL FUNDS	\$ 21,990
MATCHING SHARE	\$ 14, 929
TOTAL PROJECT COST	\$ 36, 919

I certify that I understand the terms and conditions relating to the use of HPF grant funds. I understand that I may not proceed with any project work for which reimbursement is expected until I receive written notification from the State Historical Society of North Dakota that the project has been approved. I also certify that the organization I represent has sufficient resources to satisfy the proposed matching share.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

Priority 1: Administrative Budget

NARRATIVE

Administrative support for the Bismarck Historic Preservation Commission is provided by Lauren Oster, Planner for the City of Bismarck’s Community Development Department, Planning Division. The coordinator’s typical Historic Preservation Commission duties include:

- Preparation of Historic Preservation Commission meeting packets
- Staffing Commission meetings
- Organizing work tasks and tracking associated donated labor
- Developing and/or administering Historic Preservation Commission work products
- Identification of future Historic Preservation Commission initiatives
- Coordination between citizens, historic preservation professionals/cultural resource firms, the Historic Preservation Commission and other City of Bismarck staff, boards and commissions on matters related to historic preservation
- Supervision of subcontractors and oversight/review of subcontracted projects
- Applicable grant administration, record keeping, and reporting in accordance with local, state and federal requirements
- Maintenance of applicable records pertaining to current activities of the Historic Preservation Commission and potential historically significant local events

PRODUCTS

TIMELINE (for submittal of products to the State)

Monthly reports	Last day of the month
Expense and match reports	Throughout the grant cycle
Grant Year 1 Report	November 1, 2024
Grant Year 2 Report	November 1, 2025
Grant Year 3 Report	November 1, 2026
Historic Preservation Commission meeting minutes	Within 30 days after the meeting
Agendas	5 days before meeting

ADMINISTRATIVE BUDGET

	MATCH	HPF FUNDS	TOTAL
Coordinator's Salary and Benefits (See breakdown on next page)	\$ 3,929.00	\$0	\$ 3,929.00
TOTAL	\$ 3,929.00	\$0	\$ 3,929.00

Budget Notes:

Coordinator: The coordinator’s 2024 annual salary and fringe/benefit calculations are as follows:

Salary	\$65,800.02	per year
FICA/Medicare	\$5,033.70	per year
Health and Life Insurance	\$19.50	per year
Pension	\$6,843.20	per year
Workers Comp	\$50.35	per year
Disability	\$82.25	per year
Sick Leave	96 hours	per year
Annual Leave	96 hours	per year
Discretionary Leave	40 hours	per year

The coordinator’s benefit and salary cost per hour is estimated at \$37.42.

The Bismarck Historic Preservation Commission coordinator’s grant cycle salary for submitted grant related activities are as follows:

	GRANT CYCLE EVENTS	HOURS	TOTAL SALARY & BENEFIT COST / HOUR*	SUBTOTAL
Monthly Reporting	12	1	\$37.42	\$449
Reimbursement Processing	1	3	\$37.42	\$112
Project Administration	12	3	\$37.42	\$1,347
HPC Agenda Packet Prep	12	3	\$37.42	\$1,347
HPC Meeting & Discussion	12	1.5	\$37.42	\$674
			TOTAL	\$3,929.00

***Administrative Budget Note - Historic Preservation Commission, other staff and volunteers:** The Bismarck Historic Preservation Commission is anticipated to provide reviews of subcontracted work products. Since the amount of donated time each professional member may provide is unknown, estimates are not included in this grant application. Other City of Bismarck staff, including the City Attorney, Community Development Director, Planning Manager and Administrative Assistant donated labor is also tracked.

Priority 2: Local History School Education Resources

The City of Bismarck is seeking project funding assistance to create K-12 local history education resources that promote Bismarck's local history.

NARRATIVE

Grant funds are sought to assist with associated costs to create K-12 local history education resources that promote Bismarck's local history. The education resources would be developed as part of a Suitcase Education for North Dakota (S.E.N.D.) kit matched to a specific topic within North Dakota Studies Units. Currently, there are no specific local education kits in the State Historic Society of North Dakota's (SHSND) collection. Bismarck, as the state capital of North Dakota, has played an important role in shaping the historic landscape of North Dakota. Its history should be a prominent focus within the historic education programs within North Dakota.

This proposed S.E.N.D. kit will provide teachers and students with hands-on objects, worksheets, and activities to facilitate memorable learning experiences and promote important aspects of Bismarck's local history. A teacher guide, including a short report on the topic, will also be included in the kit. The goal of this short report is to provide an overview of the topic for the teacher to reference when delivering the lesson.

As the North Dakota State Capital, Bismarck's local history is an important facet to the overall understanding of North Dakota's history. Many important people and groups shaped Bismarck into what it is today. The proposed time period for the topic will mirror the 8th grade North Dakota Studies Unit III: Waves of Development (1861-1920). This time period allows for the presentation of a multitude of potential topics including conflicts between tribal groups and the U.S. Army, North Dakota's statehood, and the suffrage movement.

A topic has not been established at this time. The potential topic will dictate the exact amount of the associated resources in the kit (i.e., objects and activities). The topic and all resources from the kit will also reflect relevant education benchmarks ND.6_12.1.1 through ND.6_12.4.6 of the 6-12 North Dakota Social Studies Content Standards. Bismarck Public Schools and the Bismarck Historical Society will be consulted during the creation of the activities and procurement of the objects.

All the objects within the kit will be utilized in the activities, providing a tactile learning experience for students. The worksheets will offer a lighter form of learning while still highlighting important aspects of the potential topic. The teacher guide/topic report will include a lesson plan for the teacher and provide a brief background on the topic. This allows the teacher to deliver the lesson with little to no prior knowledge on the subject. The report will also be cited accordingly and will provide additional resources for reference.

PRODUCTS

- 1 S.E.N.D. kit including the following:
 - 1 metal trunk/container
 - 15-20 topic-specific objects
 - 3-4 Worksheets

8-10 Activities
Teacher Guide/Topic Report

TIMELINE

Determine Content for Kit.....April 2024

S.E.N.D. Kit Content Creation.....May-July 2024

Approval by HPC.....August 2024

Approval by SHPO.....October 2024

Distribute (as needed)November 2024

BUDGET

	MATCH	HPF FUNDS	TOTAL
Metal trunk/container	\$0	\$450	\$450
Objects	\$0	\$1,500	\$1,500
Worksheets	\$500	\$40	\$320
Activities	\$1,800	\$1,000	\$2,250
Teacher Guide/Topic Report	\$2,000	\$500	\$1,980
TOTAL	\$4,300	\$3,490	\$7,790

Cost estimates were obtained by contacting both the Education Supervisor at the SHSND as well as the Curator of Interpretation at the SDSHS about their education kits. The Bismarck HPC will investigate all options for procurement of objects or replicas for the kit at low or reasonable prices. City staff will provide project management and coordinate with any necessary consultants. There was a variety of estimates based on the topic of the kit, so an average was used to establish the requested grant funding with a 10% contingency added. City staff and the Historic Preservation Commission will provide donated labor as a match.

Priority 3: Survey and Promote a 6th Street Cultural Trail

The Bismarck Historic Preservation Commission is seeking project funding assistance for a qualified consultant(s) to complete an in-depth architectural/historic survey/evaluation of the 6th Street corridor between the capitol grounds and downtown Bismarck and an online StoryMap walking/driving tour identifying and promoting notable structures along this route.

NARRATIVE

The Bismarck Historic Preservation Commission (HPC) is seeking project funding assistance for a qualified consultant(s) to complete an in-depth architectural/historic survey/evaluation of the 6th Street corridor between the capitol grounds (E Boulevard Ave) and downtown Bismarck (E Main Ave), to determine whether properties in this area are eligible for nomination to the National Register of Historic Places (NRHP). This corridor's proximity and roadway connection to the state capitol is important for understanding the development of this area and past residents' connections with North Dakota's state government.

The City of Bismarck recently adopted its Comprehensive Plan in 2022. Goal T6(c) of this plan states: "Develop and promote a 6th Street Cultural Trail connecting downtown with the Capitol Grounds using wayfinding and improved bicycle and pedestrian infrastructure." This is part of T6's broader goal: "Preserve buildings and sites of architectural significance to the history of Bismarck." Completing a survey along this corridor will ensure that the historic significance and development of this corridor is preserved.

The potential project area would encompass a total of 90 properties. This area has not been previously adequately surveyed or systematically inventoried. The area consists of single-family and multi-family homes, commercial buildings, and health and municipal facilities. Of the 90 buildings, 77 in this survey area were built between from 1882 and the 1980s. Five sites in this potential survey area are currently individually listed on the NRHP or as contributing to the Bismarck Downtown Historic District. Eleven architectural sites along this corridor have been previously surveyed; however, five are over 20 years old and will likely need to be updated. By having a larger survey area encompassing more properties, there is a greater chance for identifying significant historical resources as well as expanding the Bismarck HPC's current inventory of historic properties.

In 2007, a survey of the 4th Street corridor was conducted. It was concluded that areas to the east and west of 4th Street (i.e., 6th Street) should be evaluated for comparative purposes to determine if these corridors are individually distinct and significant or if they would contribute to a larger potential NRHP district. If enough properties in these surrounding areas, including 6th Street, were identified as eligible for nomination to the NRHP, there would be significant potential for the creation of another historic district in Bismarck.

The creation of an online StoryMap promoting unique buildings identified along this corridor, in conjunction with the survey, helps promote cultural stability, stimulate tourism, and safeguard the heritage of the community. A goal of the Bismarck HPC is to develop resources that will support and provide avenues that encourage self-exploration of our history and heritage. This online resource, created in conjunction with the survey, benefits the community immediately by promoting knowledge and understanding of the City's heritage, our historic properties, and the past endeavors of our residents.

A draft of all site forms and survey reports will be subject to review by members of the HPC prior to submission to the State Historic Preservation Office. The HPC is fully capable of providing such review in-house, based on the relevant professional experience of current board members who meet the Secretary of the Interior’s Professional Qualifications Standards for History (Commissioner Nodland, Swanson, Jackson, and Sakariassen), Archaeology (Commissioner Nodland and Engel), and Architecture (Commissioner Swanson), and those who have experience serving on the State Review Board (Commissioner Sakariassen).

PRODUCTS

- Scope of Work
- Chosen Proposal
- Contract
- Site Forms
- Draft Survey to Commission
- Draft of Survey to State Historic Preservation Office
- Final Survey Report
- Online StoryMap

TIMELINE

- Scope of Work/RFP.....March 2024
- Chosen Proposal.....May 2024
- Contract Review/Awarded.....May 2024
- Consultant Starts Survey Work.....June 2024
- Site Forms for Review.....August 2024
- Draft Survey to Commission.....December 2024*
- Draft of Survey to Historic Preservation Office.....January 2025*
- Final Survey Report.....February 2025*

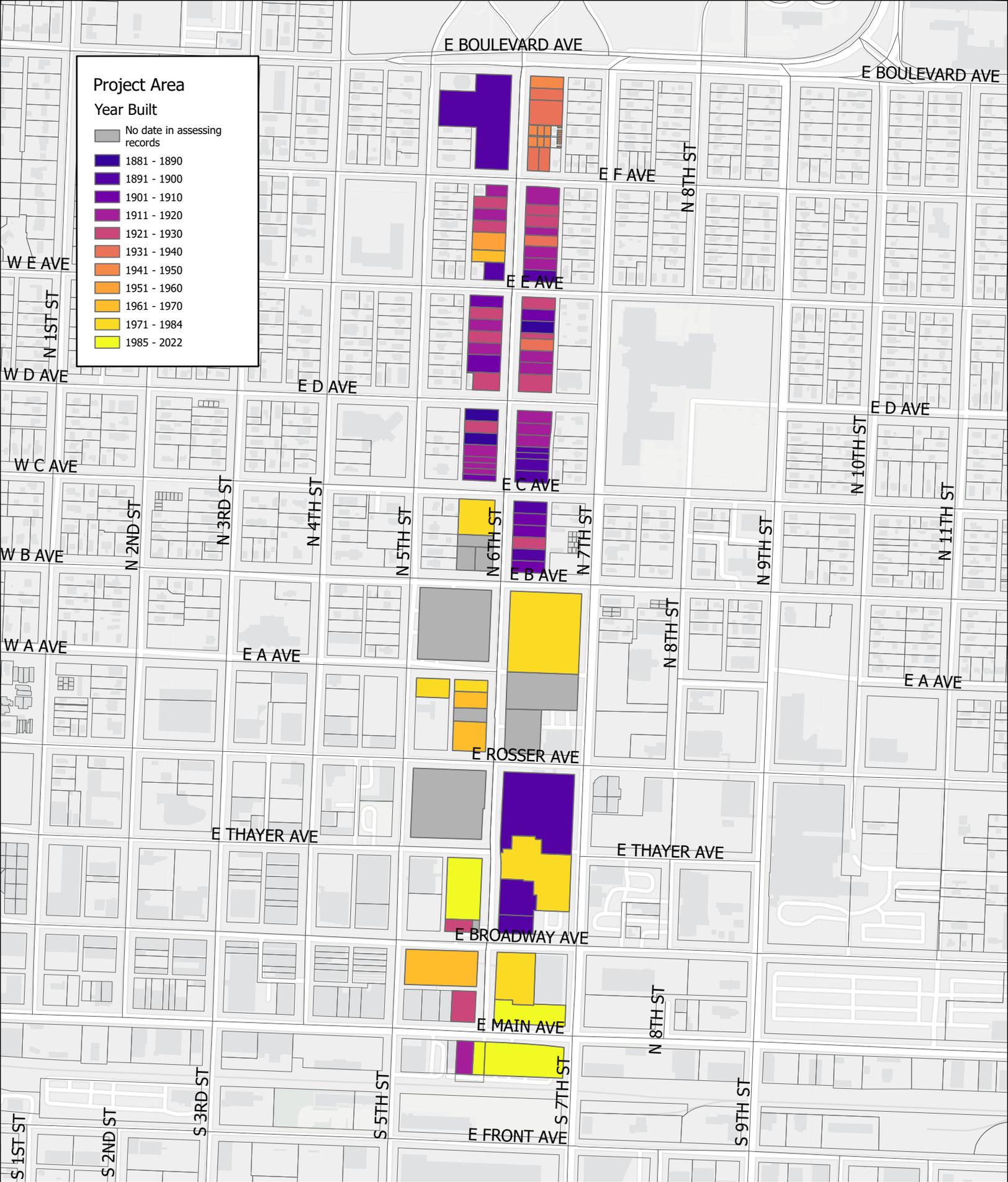
**This will include submittal of the online StoryMap.*

BUDGET

	MATCH	HPF FUNDS	TOTAL
Consultant	\$ 0	\$15,000	\$15,000
HPC Donated Labor	\$4,500	\$ 0	\$4,500
Online StoryMap Walking Tour	\$1,000	\$0	\$1,000
TOTAL	\$5,500	\$15,000	\$20,500

Cost estimates for the architectural survey were obtained from contacting local contractors who specialize in architectural history, evaluating past associated costs from the Highland Acres Historic District survey, and reviewing peer North Dakota Certified Local Government survey

projects. Match funds will be provided as donated labor from City of Bismarck staff for grant and project administration, creation of an online StoryMaps walking tour, and HPC members' time spent reviewing work products. All estimates include an additional 25% contingency.



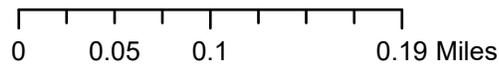
Project Area

Year Built

- No date in assessing records
- 1881 - 1890
- 1891 - 1900
- 1901 - 1910
- 1911 - 1920
- 1921 - 1930
- 1931 - 1940
- 1941 - 1950
- 1951 - 1960
- 1961 - 1970
- 1971 - 1984
- 1985 - 2022

Bismarck Community Development Department 1/2024

This map is for reference purposes only and is not intended as a survey or accurate representation of all map features.



Priority 4: 2024 CLG/MPMA Conference

The Bismarck Historic Preservation Commission is seeking funding assistance to potentially host the 2024 Annual North Dakota Certified Local Government (CLG) conference which will be held in conjunction with the 2024 Mountain Plains Museum Association (MPMA) conference. As the capital of North Dakota, Bismarck's history is rich and full of a multitude of important people, places, and events.

The host community for the CLG annual conference has traditionally cycled between each of the North Dakota CLGs. Bismarck hosted the last CLG conference in Bismarck in 2022. No CLG conference was held in 2023. Normally, the honor of hosting this conference would cycle through other CLGs; however, it has been decided that the 2024 CLG conference will be held in conjunction with the MPMA conference from October 6-8 in Bismarck, North Dakota. As such, it makes sense that the Bismarck CLG would host the CLG conference as it will already be in Bismarck.

It is anticipated that there will be cost associated with hosting the 2024 CLG conference, despite it being held in conjunction with the MPMA conference. The previous CLG conference included breakfast, lunch, snacks, presentations, and a mobile tour of Highland Acres. There were over 30 people who attended, both in-person and online. If chosen to host, the Bismarck HPC would like to include food, presentations, and a group activity as part of the conference program structure. The MPMA is already asking for presentation proposals, so this item could potentially be appeased here. However, the Bismarck HPC would like to focus the conference sessions on areas specific to preservation and its value and importance in communities and can look for additional presentations, as or if needed.

At the last conference, a mobile tour of Highland Acres was offered as an activity. The Bismarck HPC would like to provide a similar activity to in-person conference attendees as this is a great way to showcase and immerse individuals in Bismarck's historic landscape. Utilization of the walking/driving tour maps of our three historic districts will also be incorporated into the activity.

Discussion with the MPMA coordinators will need to happen before the logistics are set. However, the following is a rough layout of the logistics for the CLG conference. The conference will be free to any staff or local city elected/appointed commissioner of a CLG as well as those from the State Historic Preservation Office and State Historical Society of North Dakota. Registration will include free snacks and lunch for participants. Additional expenses may include procurement and book of an adequately sized venue, potential keynote speaker fees, online conference participation platform fees, printed material, and other miscellaneous conference related expenses.

PRODUCTS

2024 CLG Conference (3 days)

Venue (If not already chosen by MPMA)

Lunch Meal and Snacks

Remote Online Platform

Printed Agendas and Material

3-5 Local/State Sessions on Historic Topics

North Dakota CLG Coordinators Presentation (showcasing recent and current projects)

TIMELINE

Establishment of CLG Conference Planning Committee.....February 2024
Planning Committee*March to May 2024
Presentations/Speaker Identification and Confirmation.....*Before* August 2024
Conference Registration..... *Before* September 2024
2024 CLG/MPMA Conference.....October 6-8, 2024

**Discussion with MPMA conference coordinators will take place during this planning period*

BUDGET

	MATCH	HPF FUNDS	TOTAL
Conference Expenses	\$0	\$3,500	\$3,500
HPC & Staff Donated Labor	\$1,200	\$0	\$1,200
TOTAL	\$1,200	\$3,500	\$4,700

This budget is based on the 2022 CLG conference with a 25% contingency buffer. Although this conference is set to last two days longer than the 2022 conference, it is anticipated that a portion of the cost will be handled by the MPMA. City staff, Historic Preservation Commission, and community volunteers will provide donated labor as a match.

Bismarck Historic Preservation Commission

NAME	POSITION*	ADDRESS	PHONE	EMAIL	DONATED TIME RATE
Michael Connelly	Commissioner & City Commissioner	221 North 5th Street, Bismarck ND 58506	701-355-1300	mconnelly@bismarcknd.gov	\$15.00
Currently Vacant	Commissioner	221 North 5th Street, Bismarck ND 58506	701-355-1840	on file	
John Swanson	Commissioner	221 North 5th Street, Bismarck ND 58506	701-355-1840	on file	\$34.00
Damita Engel	Commissioner	221 North 5th Street, Bismarck ND 58506	701-355-1840	on file	\$33.88
Tory Jackson	Commissioner	221 North 5th Street, Bismarck ND 58506	701-355-1840	on file	\$25.13
Beth Nodland	Vice-Chair	221 North 5th Street, Bismarck ND 58506	701-355-1840	on file	\$33.88
Amy Sakariassen	Chair	221 North 5th Street, Bismarck ND 58506	701-355-1840	on file	\$25.13
Lauren Oster	Staff	221 North 5th Street, Bismarck ND 58506	701-355-1846	laoster@bismarcknd.gov	\$37.42

** As of January 10, 2024*

Bismarck City Commission*

Name	Position	Contact
Michael Schmitz	Mayor	mschmitz@bismarcknd.gov
Anne Cleary	Commissioner	acleary@bismarcknd.gov
Steve Marquardt	Commissioner	smarquardt@bismarcknd.gov
Michael Connelly	Commissioner	mconnelly@bismarcknd.gov
Greg Zenker	Commissioner	gzenker@bismarcknd.gov

* As of January 1, 2024

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED



January 12, 2024

Burleigh County Commission
Steve Bakken, Chair
221 N 5th Street
Bismarck, ND 58501

Dear Chair Bakken,

The Bismarck Historic Preservation Commission would like to provide you with some comments and background information regarding the remodel of the County-owned Provident Life Building located at 316 N. 5th Street, Bismarck.

The Provident Building and the weather beacon are an important part of Bismarck's history and legacy in North Dakota. The building highlights the company's prosperity in the 1950s, despite experiencing several hardships in the early half of the 20th century. Newspaper ads were taken out daily highlighting the marvels present in this building including the most impressive luxury feature of all: the weather beacon. The Provident Building and the weather beacon symbolize Bismarck's technological transition during this time period and continue to represent this history within Bismarck's landscape today.

The building was built in 1953 and is part of the Downtown Core zoning district. Please see Section 14-04-21.1(4) of the City of Bismarck's Code of Ordinances for relevant information. The Bismarck Historic Preservation Commission has provided the following comments for your consideration:

- Windows
 - The replacement of windows should attempt to exemplify the building's historic character. The windows should generally conform to the original window openings as well as the original style among other specifications noted in Section 14-04-21.1(4)j.
- Entrances
 - Although the entrance is being updated to comply with ADA standards, the historic character should be considered. The introduction a new entrance or rehabilitation of the current entrance should reflect the original architectural character of the building as noted in Section 14-04-21.1(4)c.



- Weather Beacon
 - Although it appears that work will not affect the weather beacon, potential effects of remodeling work happening near it or its equipment should be considered.

Please consider these comments and feel free to reach out with any questions or concerns. Our goal is not to hinder this remodel, only to make you aware of the historical aspects and implications of this prominent historic Downtown building.

Sincerely,

[Name of HPC Chair]

Bismarck Historic Preservation, Chair

City of Bismarck



Resolution of Appreciation

Whereas, Calvin Grinnell has served as a member of the Bismarck Historic Preservation Commission for the past 4 years; and

Whereas, during this time he has represented the interests of both urban and rural residents of the City of Bismarck and Burleigh County; and

Whereas, Mr. Grinnell has given freely of his time and expertise in the many matters considered by the Commission; and

Whereas, during his term of office on the Historic Preservation Commission, Mr. Grinnell has distinguished himself for fair deliberation and common-sense decision making; and

Whereas, Mr. Grinnell will now leave the Historic Preservation Commission for a well-deserved rest;

Now, therefore be it resolved by the Bismarck Historic Preservation Commission that Calvin Grinnell be commended for his dedication and his support for planned development of Bismarck and that the appreciation of the Historic Preservation Commission be extended to him.

Date

, Chair
Bismarck Historic Preservation Commission



Resolution of Appreciation

Whereas, Blake Dinkins has served as a member of the Bismarck Historic Preservation Commission for the past 4 years; and

Whereas, during this time he has represented the interests of both urban and rural residents of the City of Bismarck and Burleigh County; and

Whereas, Mr. Dinkins has given freely of his time and expertise in the many matters considered by the Commission; and

Whereas, during his term of office on the Historic Preservation Commission, Mr. Dinkins has distinguished himself for fair deliberation and common-sense decision making; and

Whereas, Mr. Dinkins will now leave the Historic Preservation Commission for a well-deserved rest;

Now, therefore be it resolved by the Bismarck Historic Preservation Commission that Blake Dinkins be commended for his dedication and his support for planned development of Bismarck and that the appreciation of the Historic Preservation Commission be extended to him.

Date

, Chair

Bismarck Historic Preservation Commission

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
December 20, 2023**

The Bismarck Historic Preservation Commission met on Wednesday, December 20, 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, Damita Engel, Calvin Grinnell, Tory Jackson, and Amy Sakariassen.

Commissioners not present were Blake Dinkins and Beth Nodland.

Staff members present were Ben Ehreth – Community Development Director (via Zoom), Isak Johnson – Planner, Rachel Lukaszewski – Metropolitan Planning Organization Executive Director, Daniel Nairn – Planning Manager, Lauren Oster – Planner and Stephanie Pretzer – Assistant City Attorney.

MINUTES

Chair Sakariassen called for consideration of the minutes of the November 15, 2023 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Jackson to approve the minutes of the November 15, 2023, meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Engel and with Commissioners Connelly, Engel, Grinnell, Jackson and Chair Sakariassen voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Chair Sakariassen asked if there were any public comments.

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

METROPOLITAN PLANNING ORGANIZATION INTRODUCTION TO HISTORIC PRESERVATION COMMISSION

Chair Sakariassen welcomed Ms. Lukaszewski who introduced herself and presented to the Commission what the MPO is and does and how her program might work with the Historic Preservation Commission in future.

After the presentation Chair Sakariassen highlighted the similar relationship the Historic Preservation Commission and the MPO have to federal funding sources and emphasized the MPO's relationship within the Community Development Department.

Ms. Lukaszewski mentioned the increasingly available grant opportunities the MPO and the Historic Preservation Commission have access to as public elements of their community.

Commissioners Connelly and Engel suggested opportunities to become stakeholders in each other's programs and to be added to the MPO's email updates. Ms. Lukaszewski welcomed the opportunity to build a closer relationship with Historic Preservation Commission members.

2022 HISTORIC PRESERVATION FUND GRANT

Ms. Oster listed the items remaining to be expended and directed members to the budget listed in the meeting packet.

There was discussion about the use of funds before the April, 2024 deadline.

MOTION: A motion was made by Commissioner Jackson to approve the use of 2022 Historic Preservation Fund Grant monies to purchase banners for the Highland Acres neighborhood and use any remaining balance to purchase postcards developed with QR codes for the Bismarck Historic timeline. The motion was seconded by Commissioner Engel and with Commissioners Connelly, Engel, Grinnell, Jackson and Chair Sakariassen voting in favor of the motion, the motion was approved.

Chair Sakariassen asked staff to notify members of the balance after the banners are purchased.

2023 HISTORIC PRESERVATION FUND GRANT

Ms. Oster summarized the budget and items proposed to be funded and asked members to discuss utilizing funds.

Chair Sakariassen announced the change in membership of this subcommittee due to Commissioner Dinkins membership expiration. Ms. Oster announced to members that Mr. Dinkins requested to remain on the subcommittee, but as a private citizen. There was consensus and joy at accepting his volunteer status.

There was discussion about which projects to fund and there was consensus to wait to see what funds remain after the Highland Acres Banners are purchased.

There was discussion about meeting with downtown stakeholders about any projects surrounding the possible return of Amtrak to Bismarck.

There was discussion about the status of the Highland Acres brochure. Chair Sakariassen stated that the printer has the project.

Chair Sakariassen agreed to add choosing a member to attend the National Alliance of Preservation Commissions (NAPC) conference to the next month's meeting agenda.

IDENTIFICATION OF 2024 HISTORIC PRESERVATION GRANT PROJECTS

Ms. Oster summarized the qualifications and deadline for submitting grant applications for 2024 historic preservation projects. Staff expects to have a draft proposal for the January meeting.

Chair Sakariassen stated that the Historic Preservation Commission should be helping the City with its Comprehensive Plan and noted some ideas worthy of the Commission's time and efforts. She stated that she liked all the proposed ideas listed in the meeting packet.

Mr. Jackson stated that he liked all the ideas but emphasized his preference for creating resources for the schools. He supported submitting the draft list as is.

Chair Sakariassen asked members to suggest priorities in case the grant amount is less than previous years.

Mr. Jackson stated that he would like to prioritize curriculum development, then the 6th Street Cultural Trail, the 2024 CLG Conference and then the NACP or other conference in that order. There was consensus to the priority list suggested.

OTHER BUSINESS

Ms. Oster stated that City Commissioner Connelly mentioned that the Burleigh County move to the Provident Building was discussed at the Burleigh County Commission and she wanted to bring it to members' attention since the building is over 50 years old. She asked if members wanted to discuss.

Chair Sakariassen stated that the Historic Preservation Commission does have an interest in how the building might be altered in any way.

Mr. Connelly stated that discussion at the Burleigh County meeting involved the likelihood that the sign might come down and the beacon was mentioned along with window repair or replacement.

Ms. Engels suggested the Historic Preservation Commission draft language regarding which changes might affect the building's eligibility for historic status. Staff agreed by consensus to have staff draft a letter.

Chair Sakariassen and members applauded Blake Dinkins for his past efforts as a vital force as a Historic Preservation Commission member and thanked him for his informed guidance.

ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:26 p.m. to meet again on January 17, 2024, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Sandra Bogaczyk
Recording Secretary

Amy Sakariassen
Chair

DRAFT