



Community Development Department

MEMORANDUM

Review and Possible Approval of Draft Historic Preservation Fund Grant

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Will Hutchings, Planner

DATE: January 10, 2020

The State Historic Preservation Office is seeking grant applications for Historic Preservation Fund (HPF) projects. The deadline and available funding for this grant is Friday, February 14, 2020. The Historic Preservation Commission will not meet again before this application is due.

The funding can be used for a wide range of Certified Local Government supportive activities including administrative, National Register, survey, and planning projects. Other activities can include travel and attendance for staff and Historic Preservation Commissioners at conferences and training.

The State Historical Society of North Dakota (SHSND) has not received information on the final Historic Preservation Fund (HPF) monies for Federal Fiscal Year (FFY) 2020. SHSND anticipates a similar level to 2019 of \$714,745. A minimum of 10% of the HPF funds will be dedicated to Certified Local Governments and available through a competitive grant award to the eight CLGs in North Dakota.

The Historic Preservation Commission, at their regular scheduled meeting on December 18, 2019, made a motion recommending staff review the application guidelines and bring potential projects and funding options to the next meeting. A list of staff-suggested projects as well as additional ideas were also discussed by the Commission at this meeting.

Based on past feedback and staff review of the application program guidelines, the following projects are proposed.

1. Administrative Budget – This is a documentation requirement for all HPF grant applications
2. Multiple Property Submission and Individual National Register Nominations for the following properties designed by Purcell, Fieck, and Elmslie
 - 1022 North 5th Street
 - 402 West Avenue B
 - 120 West Avenue A
 - 301 East Avenue C



3. Training Conference: National Alliance of Historic Preservation Commissions Forum for two commissioners and one staff coordinator
4. Training Conference: National Trust for Historic Preservation Conference for one staff coordinator

The entirety of the grant request must be matched 40% of all projects total. Matching funds for donated Historic Preservation Commission and staff time has been utilized to meet this requirement.

Staff Recommended Action:

Staff recommends approval of the attached Historic Preservation Fund application and forwarding on the Board of City Commissioners for final action.

Attachments:

- DRAFT 2020 City of Bismarck HPF Grant Application

2020 HPF Grant Application Comprehensive Budget

Project 1:

Administrative Budget	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Administrative Salary and Benefits	1	\$ 3,385	\$0	\$3,385	\$3,385
Total:			\$0	\$3,385	\$3,385

Project 2:

NPS Multiple Property Submission and Nominations - Purcell, Feick and Elmslie Homes	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Addresses: 402 W Ave B; 120 W Ave A; 301 E Ave C; 1022 N 5th St.	1	\$10,000	\$10,000	\$6,667	\$16,667
Total:			\$10,000	\$6,667	\$16,667

Project 3:

National Alliance of Historic Preservation Commissions Forum (Tacoma WA - July 22-26)	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Annual Membership	1	\$150	\$150	\$100	\$250
Registration	3	\$220	\$660	\$440	\$1,100
Airfare (July 21 & 27)	3	\$575	\$1,725	\$1,150	\$2,875
Lodging @ Conference Hotel (July 21 - 27) (6)	18	\$141	\$2,538	\$1,692	\$4,230
Per Diem Meals (7)	21	\$71	\$1,491	\$994	\$2,485
Total:			\$6,564	\$2,626	\$9,190

Project 4:

National Trust for Historic Preservation (Miami FL - October 28-30)	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Annual Membership	1	\$150	\$150	\$100	\$250
Registration	1	\$500	\$500	\$333	\$833
Airfare (October 27 and 31)	1	\$500	\$500	\$333	\$833
Lodging (Conference Hotel - Hyatt Regency)(4 nights)	4	\$279	\$1,116	\$744	\$1,860
Per Diem Meals (5)	5	\$66	\$330	\$220	\$550
Total:			\$2,446	\$978	\$3,424

BUDGET SUMMARY

FEDERAL FUNDS	\$19,010
MATCHING SHARE	\$13,656
TOTAL PROJECT COST	\$32,424

PROJECT 1

ADMINISTRATION PROJECT

NARRATIVE

Administrative support for the Bismarck Historic Preservation is provided by Will Hutchings - 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 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

Monthly reports
 Expense and match reports
 Final report
 Historic Preservation Commission meeting minutes
 Agendas

TIMELINE

Last day of the month
 Throughout the grant cycle
 November 1, 2021
 Within 30 days after the meeting
 5 days before meeting

ADMINISTRATIVE BUDGET

	MATCH	HPF FUNDS	TOTAL
Coordinator's Salary and Benefits (see breakdown)	\$3,385	\$0	\$3,385
TOTAL	\$3,385	\$0	\$3,385

Budget Notes:

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

Salary	\$60,954.19	per year
FICA/Medicare	\$4,663.00	per year
Health and Life Insurance	\$7,551.12	per year
Pension	\$6,339.24	per year
Workers Comp	\$84.37	per year
Disability	182.86	per year
Sick Leave	40 hours	per year
Annual Leave	120 hours	per year

The coordinator’s benefit and salary cost per hour is \$41.55.

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

	GRANT CYCLE		TOTAL SALARY &	
	EVENTS	HOURS	BENEFIT COST / HOUR*	SUBTOTAL
Monthly Reporting	11	1	\$41.55	\$457
RFP Creation	1	8	\$41.55	\$332
Contract Review/Prep	1	8	\$41.55	\$332
Reimbursement Processing	3	1.5	\$41.55	\$187
Project Admin	11	3	\$41.55	\$1,371
HPC Agendas Preparation	11	1	\$41.55	\$457
HPC Meeting Discussion	6	1	\$41.55	\$249
			TOTAL	\$3,385

Historic Preservation Commission: 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.

PROJECT 2

Multiple Property Submission and National Register Nomination of Four (4) residences designed by Purcell, Feick and Elmslie

NARRATIVE

The Bismarck Historic Preservation Commission has identified four (4) houses located in central Bismarck for a potential National Register of Historic Places (NRHP) Multiple Property Submission and Individual Nominations. Grant funds are sought to assist with associated costs to hire a qualified consultant(s) to complete any additional necessary research and the National Registration forms.

Address	Year Constructed	Site Form
1022 North 5 th Street, Bismarck, ND	1910	1983 – 32BL00628
402 West Avenue B, Bismarck, ND	1911	2000 – 32BL00432
120 West Avenue A, Bismarck, ND	1912	2000 – 32BL00396
301 East Avenue C, Bismarck, ND	1915	N/A

These four houses were constructed between 1910 and 1915 are among only five surviving examples of the design work of regionally-renowned architects Purcell, Feick & Elmslie in North Dakota. The Minneapolis, MN-based firm was active from 1907-1921 and dedicated to the vision of an independent and uniquely American architecture. Their work embodies art of a design movement during the early decades of the 20th century known as "Prairie School" or more generally as "progressive." The firm's portfolio of works demonstrates structures custom designed and built by like-minded artists, craftspeople, and clients which created buildings that were honest and unique expressions of the American spirit of democracy. The houses the firm designed for Bismarck residents have stood for over 100 years now, and the role they have played in the community's history is worthy of acknowledgement through the pursuit of National Register status.

Two of the residences are currently listed as contributing to the Cathedral Area Historic District.

Based on past historical research conducted and presented to the Bismarck Historical Society, the Bismarck Historic Preservation Commission believes these resources will be identified in the Multiple Property Submission and will qualify as significant under Criteria C for works of a master.

This project will help the Bismarck Historic Preservation Commission's desire to recognize and honor historically significant places. National Register of Historic Places listing helps to promote knowledge and understanding of Bismarck's heritage, our historic properties and the past endeavors of our residents. Completing this project will help promote cultural stability, stimulate tourism, and safeguard the heritage of the community.

The City of Bismarck recently completed a 2019 update of its Strategic Plan. Our Vision states: "Bismarck is a preferred destination for people who enjoy living, learning, working, and playing in a city with an enduring community pride. We embrace our rich heritage, economic opportunity, and lifelong learning to cultivate a healthy and sustainable environment fostering opportunity for all." Identifying buildings in our community that merit historic distinction is in-keeping with our Vision that embraces the city's rich heritage. Individual listings will further promote community pride of our unique and historic places.

In 2017, the City of Bismarck completed an Infill and Redevelopment Plan that identified several strategies to support historic preservation including the formation of a Historic Preservation Commission and becoming a Certified Local Government. The Historic Preservation Commission was formed in 2019 to advise on preservation matters and provide assistance with the National Register of Historic Preservation nomination process.

The Historic Preservation Commission is in the process of developing an Historic Preservation Plan. Goals and objectives identified in the draft plan include assisting in and making recommendations for nominations to the National Register of Historic Places.

A draft of the NRHP Multiple Property Submission and each associated Individual Nomination will be subject to review by members of the Historic Preservation Commission prior to submission to the State Review Board. The Historic Preservation Commission is fully capable of providing such review in-house, based on the relevant professional experience of current board members who meet the Secretary of Interior's Professional Qualifications Standards for History (Commissioners Bailey and Grinnell), Archaeology (Commissioner Nodland), Architecture (Commissioner Dinkins), and those who have past experience serving on the State Review Board (Commissioners Grinnell and Chair Sakariassen).

Photos

1022 North 5th Street



120 West Avenue A



402 West Avenue B

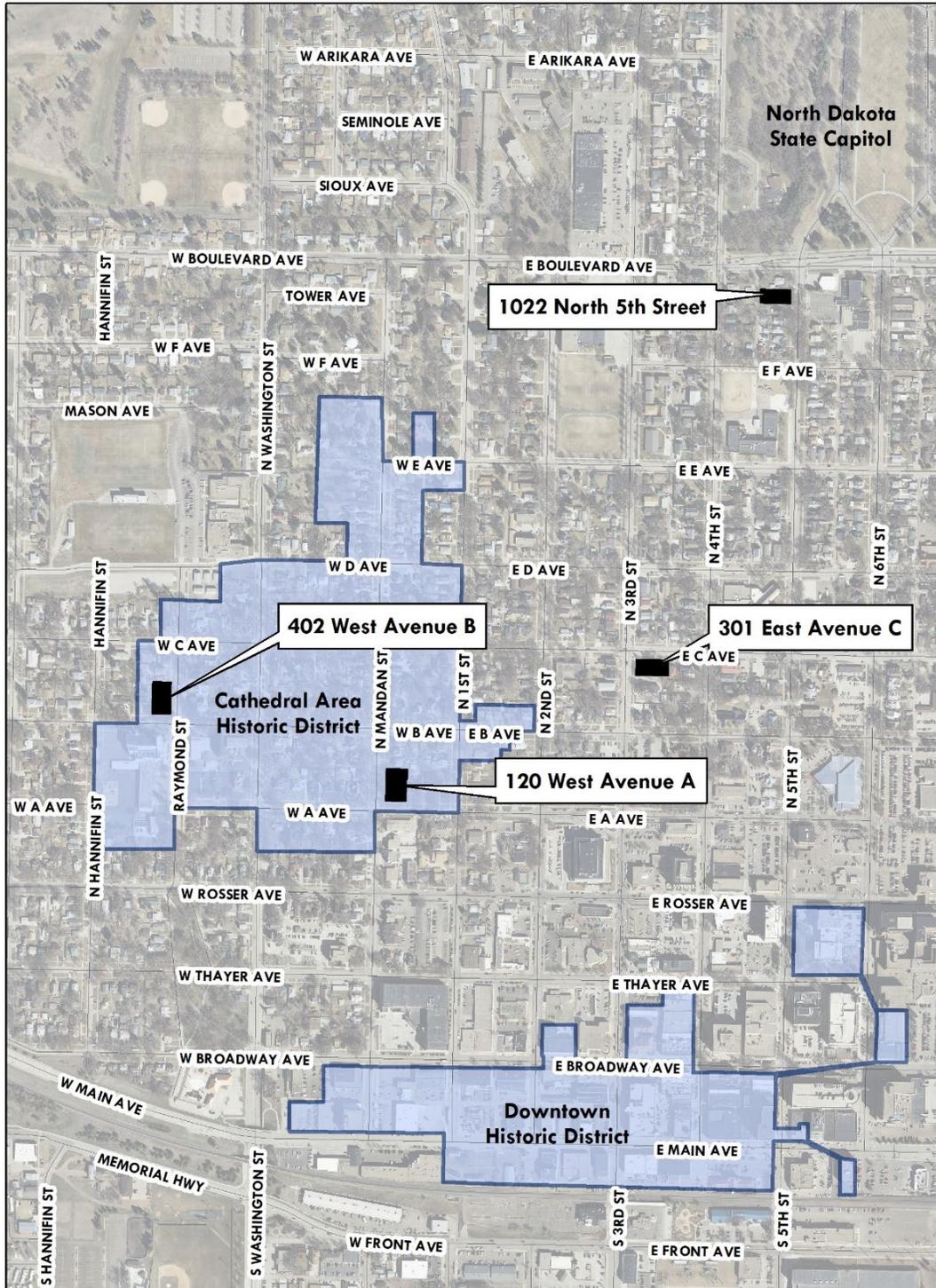


301 East Avenue C



Map

Purcell, Feick & Elmslie Houses, Bismarck ND



Bismarck Community Development Dept. 1/7/2020

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

PRODUCTS

Scope of Work
 Chosen Proposal
 Contract
 Draft Nomination to Commission.
 Draft of Nomination to SHSND
 Present Nomination to Review Board

TIME LINE

Scope of Work.....April 1, 2020
 Submit to the State Historic Preservation Office (SHPO) for review.
 Chosen Proposal.....May 15, 2020
 Submit proposals to the SHPO for review
 Contract.....June 1, 2020
 Contract will be reviewed by the SHPO
 Draft Multiple Property Submission and Nominations to Bismarck HPC.....September 1, 2020
 Commission needs to review documents and make any
 recommendations of changes to the author.
 Draft of Multiple Property Submission and Nomination to SHSND.....October 15, 2020
 The Society requires 30 days to review Nomination, make
 recommendations to the CLG for changes to the author. The
 nomination will not be presented to the National Register Review
 Board until it passes review by the State Architectural Historian.
 Present Multiple Property Submission and Nomination to Review Board.....January 2021
 Changes requested by the Review Board.....February 2021

BUDGET

	MATCH	HPF FUNDS	TOTAL
Contractor	\$0	\$10,000	\$10,000.00
HPC Donated Labor	\$6,667	\$0	\$6,667
TOTAL	\$6,667	\$10,000.00	\$16,667

Local contractors who specialize in architectural history were contacted to establish the budget proposed. Match funds will be provided by donated labor from City of Bismarck staff for grant and project administration and Historic Preservation Commission members time spent reviewing work products.

PROJECT 3

Training Conference: National Alliance of Historic Preservation Commissions Forum

NARRATIVE

Formation of the Bismarck Historic Preservation Commission started in 2018 and it was established by ordinance on January 8, 2019. The City of Bismarck was granted Certified Local Government status by the National Park Service on April 29, 2019. The establishment of the Historic Preservation Commission is a significant accomplishment for the City of Bismarck and establishes the groundwork for future efforts to ensure preservation of historic resources within. As the Commission and City staff gain understanding of the roles and responsibilities bestowed upon them, a desire to garner educational opportunities from peer leaders and communities across the nation has become evident.

The Historic Preservation Commission is seeking grant funding assistance for two (2) Commissioners and the staff coordinator to attend the National Alliance of Historic Preservation Commission's (NAPC) biennial Forum in July 2020. The website for this event states: "NAPC Forum is the only national conference focused on the issues facing local historic preservation commissions and historic districts. This biennial conference offers dozens of educational sessions and discussion panels, mobile workshops and tours, and five days of non-stop networking for staff and volunteers representing local, state and national organizations and government agencies." (See: <https://napcommissions.org/forum/>)

Attendance at the NAPC Forum will help the Historic Preservation Commission and staff further advance the purpose, powers and duties established during the formation of the Commission. Additionally, the Historic Preservation Commission is in the process of developing an Historic Preservation Plan. One of the goals identified in the draft plan is to: "Develop and maintain the capacity and excellence of the Historic Preservation Commission." Further, an objective in support of this goal is to: "Participate in ongoing training opportunities." The NAPC Forum aligns with these identified strategies to ensure the effectiveness of the Commission and historic preservation efforts.

The proposed budget includes an annual membership to NAPC for the Historic Preservation Commission. The membership will reduce overall registration costs and provide on-going access to additional NAPC resources.

The Bismarck Historic Preservation Commission and the staff coordinator will provide part of its grant match through attendance at the conference, regular meetings and Commission activities.

PRODUCTS

1. 1-year NAPC membership
2. Travel to NAPC Forum
3. Attendees will provide a summary oral report at the following Historic Preservation Commission meeting.
4. Members will attend regular Bismarck Historic Preservation Commission meetings and work on Commission-related activities.

TIMELINE

NAPC Membership Purchase..... March 10, 2020
Airfare, Hotel and Conference Registration.....March 10, 2020
Conference Attendance.....July 22-26, 2020
Post Conference Report.....August 31, 2020

BUDGET

	MATCH	HPF FUNDS	TOTAL
Conference Attendance (3) and membership	\$0	\$6,564	\$6,564
HPC Donated Labor	\$2,626	\$0	\$2,626
TOTAL	\$2,626	\$6,564	\$9,190

This budget includes airfare, lodging for six (6) nights, conference registration for three attendees, a one-year membership to NAPC and per diem rates for seven (7) days. The estimates for per diem and lodging are based on 2020 federal per diem rates and NAPC-stated conference hotel room rates.

PROJECT 4

Training Conference: National Trust for Historic Preservation Conference

NARRATIVE

Formation of the Bismarck Historic Preservation Commission started in 2018 and it was established by ordinance on January 8, 2019. The City of Bismarck was granted Certified Local Government by the National Park Service on April 29, 2019. The establishment of the Historic Preservation Commission is a significant accomplishment for the City of Bismarck and establishes the groundwork for future efforts to ensure preservation of historic resources within. As the Commission and City staff gain understanding of the roles and responsibilities bestowed upon them, a desire to garner educational opportunities from peer leaders and communities across the nation has become evident.

The Historic Preservation Commission is seeking grant funding assistance for the staff coordinator to attend the National Trust for Historic Preservation Commission Conference in October 2020. The website for this event states: "PastForward, the National Preservation Conference, brings together a community of professionals and volunteers passionate about saving places, creating an unmatched opportunity to network, learn, and be inspired."

(See: <https://savingplaces.org/conference#.XhZA9kdKiUk>)

Attendance at the conference will help staff further advance the purpose, powers and duties established during the formation of the Commission. Additionally, the Historic Preservation Commission is in the process of developing an Historic Preservation Plan. One of the goals identified in the draft plan is to: "Develop and maintain the capacity and excellence of the Historic Preservation Commission." Further, an objective in support of this goal is to: "Participate in ongoing training opportunities." The National Trust for Historic Preservation Conference aligns with these identified strategies to ensure the effectiveness of the Commission and historic preservation efforts.

The proposed budget includes an annual membership to the National Trust for Historic Preservation for the Historic Preservation Commission. The membership will reduce overall registration costs and provide on-going access to additional resources.

The Bismarck Historic Preservation Commission and the staff coordinator will provide part of its grant match through attendance at the conference, regular meetings and commission activities.

PRODUCTS

1. 1-year National Trust for Historic Preservation membership
2. Travel to National Trust for Historic Preservation Conference
3. Attendee will provide a summary oral report at the following Historic Preservation Commission meeting.
4. Members will attend regular Bismarck Historic Preservation Commission meetings and work on Commission related activities.

TIMELINE

National Trust for Historic Preservation Membership Purchase..... March 10, 2020
Airfare, Hotel and Conference Registration.....July 2020
Conference Attendance.....October 28-30, 2020
Post Conference Report.....November 15, 2020

BUDGET

	MATCH	HPF FUNDS	TOTAL
Conference Attendance (1) and membership	\$0	\$2,446	\$2,446
HPC Donated Labor	\$978	\$0	\$978
TOTAL	\$978	\$2,446	\$3,424

This budget includes airfare, lodging for four (4) nights, anticipated conference registration for the staff coordinator, a one-year membership to the National Trust for Historic Preservation and per diem rates for five (5) days. The estimates for per diem and lodging are based on 2020 federal per diem rates and the conference hotel room rates.

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
December 18, 2019**

The Bismarck Historic Preservation Commission met on December 18, 2019, at 3:30 p.m. in the Tom Baker Meeting Room in the City-County Office Building, 221 North 5th Street. Chair Sakariassen presided.

Commissioners present were Walt Bailey, Blake Dinkins, Steve Bakken, Calvin Grinnell, Tory Jackson, Beth Nodland and Amy Sakariassen.

Staff members present were Janelle Combs – City Attorney, Will Hutchings – Planner and Hilary Balzum – Community Development Administrative Assistant.

MINUTES

Chair Sakariassen called for consideration of the minutes of the December 18, 2019 meeting.

Commissioner Bailey said he misspoke at the last meeting when referring to Bernie Kuntz as a Lutheran nun when in fact there is no such title, and she was actually a Lutheran Deaconess.

Ms. Combs said it can be added to the minutes for this meeting that the incorrect term was used, but at this point the minutes from the last meeting would not be edited to reflect that change.

MOTION: A motion was made by Commissioner Bakken to approve the minutes of the November 20, 2019 meeting of the Historic Preservation Commission as presented. The motion was seconded by Commissioner Nodland and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

SECTION 106 REVIEW PARTICIPATION – 515 EAST MAIN AVENUE

Mr. Hutchings said this particular Section 106 review is of a proposed project by Verizon Wireless to install a small cell tower within the parking area at 515 East Main Avenue. He said this property is not on the National Register of Historic Places but is adjoined to the downtown Historic District and within sight of buildings that are individually listed, eligible or contributing. Mr. Hutchings further explained the Renaissance Zone Authority, at their May 10, 2018 meeting, approved the design of the tower and several other small cell sites throughout the downtown area. He went on to say based on the compliance with the Downtown Design Review Committee’s previous approval, compliance with the Downtown Streetscape Standards, its relatively small footprint, the short height, small pole and equipment size and the presence of similar vertical visible

structures within and adjacent to the proposed installation, staff agrees with Trileaf's findings that there are No Historic Properties in the APE for Direct Effects and will be No Adverse Effect to the Historic Properties in the APE for Visual Effects.

Mr. Hutchings said staff recommends reviewing the submitted documentation for Section 106 review of the proposed small cell tower/light pole installation in a parking lot at 515 East Main Avenue and complete the declaration of your finding included in the packet for the State Historic Preservation Office.

Commissioner Bailey said the term 'handhole' is referenced multiple times through the Trileaf findings and asked what that means.

Mr. Hutchings said it is indicated on the diagram provided and said it is likely for servicing purposes or accessibility.

Commissioner Bailey asked why condition #4 which said any substantive revisions to the approved design, including alternative locations, must be reconsidered by the Downtown Design Review Committee prior to implementation placed on the approval motion by the Renaissance Zone Authority is considered to not be relevant relating to painting.

Mr. Hutchings explained that the Downtown Design Review would have to decide if that change is substantial.

Commissioner Nodland said it would be nice to see a rendering of the 35-foot pole and said they need to consider the one-mile radius and any view shed impacted. She said this would be visible from the Patterson Place and asked how many could be in the downtown area before views are really obstructed and the character becomes impacted.

Mr. Hutchings said they would be co-located with existing light poles and there currently are less than 20 proposed total.

Commissioner Nodland said the potential to change the historic characteristic of the area is concerning.

Mr. Hutchings said he can convey those concerns to staff. He said Ms. Combs has just provided a definition of the word handhole as a small pit for boring purposes or a buried access hatch. He then said the declaration attached to the staff report can be revised as needed based on Commissioner Nodland's comments as well.

Commissioner Nodland said her concerns about potential impacts from having more small cell facilities is a request for the Downtown Design Review Committee to monitor.

Commissioner Jackson asked why this particular location is preferred. Mr. Hutchings said because of the range of services needed. He added that facilities will also be included in the South 3rd Street and Main Avenue parking garage. He said he understands Verizon

prefers to work with public agencies, and that these will help to boost services in order to prepare for the launch of the anticipated 5G cellular service network.

MOTION: A motion was made by Commissioner Bakken to agree to signing the Section 106 review declaration as presented and as recommended by staff. The motion was seconded by Commissioner Grinnell and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

DISCUSSION ON HISTORIC PRESERVATION FUND POSSIBLE PROJECTS

Mr. Hutchings said the State Historic Preservation Office will be seeking grant applications for Historic Preservation Fund projects and the deadline for this grant has not been set at this time, but is anticipated to be around mid-February 2020. He said the funding could be used for a wide range of activities and, if there is interest in pursuing this grant, it would be a 60-40 match with no local matching funds identified at this time. He said the staff considered project suggestions including development of historic promotional and educational materials, historic character themes and eras for the Historic Preservation Plan and selecting Commissioners and staff to attend upcoming trainings and conferences.

Mr. Hutchings said staff recommends reviewing the provided grant application guidelines and provide project recommendations for staff to prepare for application and bring forward for approval in January 2020.

Commissioner Bakken asked if it is only a match program. Mr. Hutchings said that is correct, that it would be 40% responsibility of the City to match funds with things such as in-kind work or other non-federal funds.

Commissioner Bakken said he feels this would be great for educational opportunities and tying into it could be beneficial to both the Historic Preservation Commission and the City of Bismarck.

Commissioner Bailey said a lot of his questions have been answered in the handout provided and thanked staff for that. He asked if he could propose making a project to historically designate four specific properties designed by Purcell and Elmslie.

Mr. Hutchings asked if site surveys have been conducted on those properties in question.

Commissioner Bailey said he is unsure of that, but the properties could be made available for applications and could be great additions to the list of historical places.

Commissioner Nodland said the three suggested properties do match well with their development plan and asked if there are any others to be considered.

Mr. Hutchings said not at this time besides the requested Highland Acres designation, which as of now would not use the funds from this grant.

Commissioner Nodland said the proposed historical themes and eras may require the use of some funds.

Chair Sakariassen said that might be a conversation to be had with the State Historical Society.

Commissioner Bailey said he would help with that item but in itself might not be sufficient enough due to some needed history information missing.

Commissioner Nodland said in the meantime she could help write some paragraphs for those already identified as eras to have something built for now.

Chair Sakariassen said they could go by project size if some useful examples can be found. She said she is trying to think of how to look at this in order to be useful in applying for this grant.

Mr. Hutchings said the level of detail with other Historic Preservation Commission plans has seemed to be either very small or very expansive.

Commissioner Dinkins asked if the Commission can apply for the grant with multiple goals at once. Mr. Hutchings said that is correct.

Commissioner Nodland said they need to provide some historical outlets for education prior to the sesquicentennial as well.

Commissioner Bakken said when the application is brought back to please bring some identifiable funding sources as well.

Commissioner Bailey said the State Historical Society has to set aside a minimum of 10% of the funds for the entire state, which would be \$70,000 to be divided amongst all of the Certified Local Governments and to not get too hung up on any guaranteed amount.

Commissioner Nodland feels staff time alone will meet the 40% match needed.

Mr. Hutchings said even the overhead costs and staff expenses would likely meet that minimum needed contribution.

Chair Sakariassen asked if it would overburden staff to take on other projects and how much can be tackled at one time. Mr. Hutchings said spring is a hectic time of year for staff and would like to err on side of less Historic Preservation Grant funds projects.

MOTION: A motion was made by Commissioner Bakken to recommend staff review the application guidelines and bring some potential projects and funding options to the next meeting. The motion was seconded by Commissioner Nodland and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

OTHER BUSINESS

PUBLIC INPUT/COMMENTS

Emily Sakariassen, Architectural Historian, said as it relates to the National Register information on the Purcell and Elmslie homes, there are four properties privately owned with two of them currently contributing and three having outdated site surveys. She said if the Commission is looking into possible projects she would recommend obtaining the short list from the State Historic Preservation Office as some will be easier to nominate than others.

OTHER BUSINESS

Mr. Hutchings said election of officers will be held at the January meeting.

There was no other business to discuss at this time.

ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:52 p.m. to meet again on January 15, 2020.

Respectfully Submitted,

Hilary Balzum
Recording Secretary

APPROVED:

Amy Sakariassen, Chair