



Historic Preservation Commission

MEETING
January 21, 2026

Tom Baker Meeting Room	City-County Office Building	3:00 PM
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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 comments will not be forwarded to the Historic Preservations Commissioners or included in the minutes of the meeting).

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.

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, FreeTV.org, ROKU, Apple TV and Fire TV.

1. MEETING INFORMATION

- A. Reappointment of Commissioner Amy Sakariassen
- B. Introduction of Commissioner Kane Perrin
- C. Oaths of Office
- D. Election of Officers

2. PUBLIC COMMENT

- A. Includes items on the Regular Agenda or the prior Historic Preservation Commission agenda items

3. APPROVAL OF MEETING MINUTES

- A. Approval Of Meeting Minutes for December 17, 2025

4. REGULAR AGENDA

- A. 2024 Historic Preservation Fund Grant Update
- B. 2025 Historic Preservation Fund Grant Update
- C. 2026 Historic Preservation Fund Grant Application

5. **OTHER BUSINESS**

6. **ADJOURN**

- A. The next regular meeting date is scheduled for February 18, 2026, at 3:00 p.m. in the Tom Baker Meeting Room.



Public Comment Policy

The Historic Preservation Commission welcomes and values public input during its meetings. This policy outlines the procedures for public comment to ensure that all individuals have a fair opportunity to be heard while maintaining an orderly, transparent, and efficient meeting environment.

1. A public comment agenda item will be the first non-procedural agenda item at all regular meetings of the Historic Preservation Commission.
2. To provide public comments, each individual must sign a speaker sheet located at the podium that includes the individual's name and address. A reasonable accommodation will be made for those requiring it pursuant to the City's Title VI policy.
3. Each individual will be allotted up to five minutes to make comments; the time may be extended at the discretion of the chair. The individual will be notified when the time has expired.
4. An individual may not yield his or her allotted time to another individual.
5. The public comment agenda item may be limited to a total of thirty minutes. The initial thirty minutes may be extended at the discretion of the chair, but each speaker will continue to be limited to five minutes.
6. All comments must address an item of the current agenda or an agenda item from the preceding meeting.
7. Comments may not:
 - a. Be defamatory, abusive, harassing, or unlawful.
 - b. Include information that is exempt or confidential under North Dakota open records law.
 - c. Interfere with the orderly conduct of the meeting.
 - d. Must be pertinent to the public entity.

BISMARCK HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

December 17, 2025

The Bismarck Historic Preservation Commission met on Wednesday, December 17, 2025, 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.

Commissioners present were Matt Hull, Beth Nodland, Amy Sakariassen, John Swanson, Greg Zenker, and Chair Damita Engel. Commissioner Pursley was absent.

Staff members present were Annie Hojian – Office Assistant, Daniel Nairn – Planning Director, Lauren Oster – Planner, and Joshua Jyring – Assistant City Attorney.

MEETING INFORMATION

Historic Preservation Reports

PUBLIC COMMENT

No public comments were made or submitted for the current agenda or prior November 19, 2025, agenda. Chair Engel closed the public comment period.

MINUTES

Chair Engel called for consideration of the minutes of the November 19, 2025 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Zenker to approve the minutes of the November 19, 2025, meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Swanson and with Commissioners Hull, Nodland, Sakariassen, Swanson, Zenker and Chair Engel voting in favor of the motion, the motion was approved.

HISTORIC PRESERVATION AWARD

At the May 2025 Historic Preservation Commission (HPC) meeting, commissioners discussed a revision of the Historic Preservation Award criteria and was seeking more objective standards to evaluate nominations. Staff met with Commissioners Swanson, Sakariassen and Nodland to review this request. Staff recommended two commissioners, along with Planning staff, be part of the selection process prior to the final selection being approved by the full HPC. Staff also recommended the HPC approve the revised award categories and nomination form, approve the award criteria for internal use by the selection group, and choose two commissioners to be part of the 2026 award selection.

Ms. Oster confirmed one nomination was received last year for the award. In an effort to receive more nominations, Chair Engel stated applications for the award can be announced on social media, which could include the State Historical Preservation Office (SHPO), Renaissance Zone

Authority (RZA), and any other organizations that may be involved with eligible projects. Commissioner Sakariassen suggested information on the award be available at the HPC table at the Bismarck-Mandan Home Show. Chair Engel asked for some additional information to be included in the application in relation to “historical awareness and education”, as well as the term “project” to be changed to “project or initiative” to better include any educational materials or events. Chair Engel also requested permission from the landowner be in written form for documentation purposes.

MOTION: A motion was made by Commissioner Nodland to accept the application form for the Historic Preservation Award with the noted changes. The motion was seconded by Commissioner Zenker and with Commissioners Hull, Sakariassen, Swanson, Zenker, Nodland and Chair Engel voting in favor of the motion, the motion was approved.

In regard to award criteria for internal use by the selection group, Chair Engel asked under “historic awareness and education”, the nominator be required to explain the education awareness and goals set forth prior to execution and how those goals were met. Ms. Oster clarified that with criteria being more objective rather than subjective, a “yes” or “no”, as to whether the criteria was met is sufficient rather than a ranking system. There is a bonus area in the event of indecision by the subcommittee to help select an award recipient. There is still the potential to have three recipients of the Historic Preservation Award.

MOTION: A motion was made by Commissioner Nodland to accept the internal criteria ranking sheet with the noted changes. The motion was seconded by Commissioner Sakariassen and with Commissioners Hull, Swanson, Zenker, Nodland, Sakariassen and Chair Engel voting in favor of the motion, the motion was approved.

Commissioners Swanson and Sakariassen volunteered to be part of the selection committee with no objections.

ND250 GRANT

Commissioners Hull and Pursley, as well as representatives from other community organizations, have met twice to discuss the preparations for the 250th anniversary, as well as to identify potential celebratory activities or events. At the last meeting, it was determined the city of Bismarck would apply for the ND250 Community Initiatives Grant to fund a public art project. Specifically, an art and heritage discovery walk. Ms. Oster provided more information on the proposed grant project, including potential project partners, budget information and the tie to the 250th anniversary celebrations. Commissioner Nodland asked for clarification regarding how the funds would be utilized and Ms. Oster explained the funds would be directed towards production and manufacturing of the signs, as well as artist stipends. The request to apply was forwarded to the City Commission for review during its December 16, 2025 meeting and this request was approved. It does still need approval through the City’s full process, as does any grant fund request. The specific information to be linked to the QR codes will be determined during the request for funds (RFP).

SOUTH CAPITOL SURVEY UPDATE

Ms. Oster updated the HPC on the South Capitol Survey. Staff met with Emily Sakariassen – South Fork Historical Research recently regarding this project. Ms. Sakariassen is working on the reconnaissance forms for the properties. The HPC has received a sample of the forms, as well as

SHPO. SHPO has reviewed the forms and provided minor corrections. For the additional reconnaissance forms, attachment pages are finished and formatted, Sanborn maps, where possible, are included and at least one early owner occupant has been identified for all but approximately 15 sites. Through discussions with Ms. Sakariassen, the HPC may be requested to assist with any related information, if provided a list of early occupants, that may support the forms. Thirteen sites are vacant lots and Ms. Sakariassen would prefer they not be recorded with an individual North Dakota Cultural Resources Survey (NDCRS) form but instead provide a summary with recommendations within the actual report. Three of those properties already have Smithsonian Institutional Trinomial System (SITS) numbers documenting the houses that were once on the property and Ms. Sakariassen plans to update those within the NDCRS database to indicate the sites have been destroyed. Two sites are modern, dating from 2005 and 2008, and it is preferred these not be recorded as they are not yet of age to be considered historical cultural resources. One does have a SITS number documenting a former residence that no longer exists and she will update this as well in the database. A flyer similar to the postcards that were sent out to the properties within the survey area has been created and sent to Trinity Lutheran Church, St. George's Episcopal Church, Zion Lutheran Church, and the Bismarck Veteran's Memorial Public Library with a request they be displayed until the end of January in an effort to obtain any additional information that may be received for properties within the area. The Bismarck Historical Society plans to include a small description of the project in their next quarterly newsletter.

OTHER BUSINESS

Chair Engel presented a Resolution of Appreciation for Commissioner Scooter Pursley and Commissioners expressed their appreciation for his efforts.

Ms. Oster updated the HPC on the Downtown Survey. The RFP ends Friday, December 19, 2025 at 5pm and Commissioner Nodland and Commissioner Zenker will receive the proposal to evaluate soon. This item, with the final selection, will be provided to the full commission at the next meeting.

ADJOURNMENT

There being no further business, Chair Engel declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:32 p.m. to meet again on January 21, 2026, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Annie Hojian
Recording Secretary

Damita Engel
Chair

MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2024 Historic Preservation Fund Grant Update

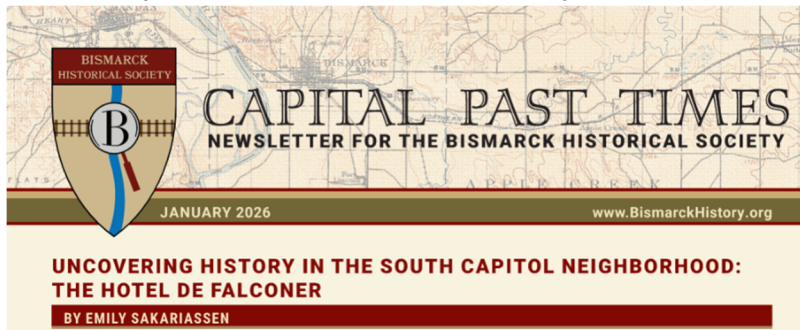
MEETING: January 21, 2026

South Capitol Survey

Based on the timeline for this project, the next key submittal item for the South Capitol Survey project is the remaining site forms to the Bismarck Historic Preservation Commission (HPC) and State Historic Preservation Office by the end of February. Through discussions with South Fork Historical Research on this next submittal, it's possible that there will be some minor adjustments to the amount of materials to review for this step.

Based on the amount of material and site information, it is likely the North Dakota Cultural Resource Survey (NDCRS) forms will be submitted at the end of February without maps, legal descriptions, and UTM coordinates. The consultant has indicated that she is prioritizing sites that have not been previously recorded at this time. She has noted that in case she is behind on the forms by the February deadline, she will be able to provide all the newly recorded site form drafts. The updates to sites that were previously recorded would be the only outstanding item. She has indicated that this is the most efficient way to complete the forms and prioritize feedback.

Additionally, the Bismarck Historical Society has included an article from the initial South Capitol



survey results in their upcoming newsletter as an opportunity to increase public awareness of the project. A snapshot of the upcoming article is shown on the left and the rest of the story is available to read in the newsletter that is sent to members of the Bismarck Historical Society.

Staff Recommended Action

No action is recommended for the Historic Preservation Commission at this time.

Local History Education Resource Kits

As a reminder, separate education resource kits are being created for K-5 and 6-12 grades on the Great Depression in Bismarck. The contents of each kit will include activities, worksheets, teacher resource guides with an additional resources section, bibliographies, and objects related to that time period. The subcommittee for this project is currently finishing up the activity pages and worksheets for several of the activities, and work has begun on the teacher resource guide and bibliography. Each activity will identify state/local education standards that may be met through the activity. Staff anticipates that the drafts of the activity pages and worksheets will be ready for the HPC's review within the next few months. The teacher resource guides will follow shortly after that.

Staff Recommended Action

No action is recommended for the Historic Preservation Commission at this time.

Baseball History Brochure

At the January 2025 meeting, the HPC decided to allocate some of the 2024 Historic Preservation Fund grant to develop a brochure to cover the history of baseball in Bismarck. As a reminder, Amy Munson, the Grant Coordinator for the State Historical Society of North Dakota, explained that if a general brochure of Satchell Paige, the 1935 team and Bismarck baseball history in general were created, the utilization of grant funds would be acceptable. However, she noted that the project will need to be kept to Bismarck and not be tied to a particular site. It could also include discussion on other historic baseball diamonds, call out the general history of baseball regarding who, where, and when, and could be considered an educational resource.

It was noted that this brochure could be generated or created through the research already done and the resources the HPC has. Per former Commissioner Jackson, some material is available from when the HPC worked on the timeline. Additionally, former 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.

Former Commissioner Pursley had started working on this project in 2025, but, as he is no longer part of the HPC, it would be helpful to identify another Commissioner who would be willing to help draft the brochure.

With regard to the printing of the brochures, staff would suggest identifying a potential quantity and giving direction on the selection of a printing company. The prior brochures created by the HPC were created by The Printers and then United Printing when The Printers joined them. Due to this, all the previous brochures were able to follow the same design theme. Based on previous brochure costs, it's likely this project, including design work and production of the brochures, will be under or around \$2,000.

Staff Recommended Action

1. Determine which Historic Preservation Commissioner would be willing to help draft a brochure on Bismarck's baseball history.
2. Determine a potential quantity for the brochures.
3. Provide direction on selecting a printing company for the brochures.

BMHBA Home Show – HPC Booth

The possibility of having a historic preservation fair was introduced to the HPC at its October meeting in 2025. Commissioner Zenker suggested that, instead of creating a whole new event, the HPC could gauge the interest of the public by attending an established event like the Bismarck-Mandan Home Builders Association Home Show. Staff secured a booth at the BMHBA 2026 Home Show. The event will be held March 20-21, 2026. A portion of remaining funds from the Local History Education Resource Kits and the Baseball History Brochures were earmarked for this endeavor. Staff confirmed with the State Historical Society of North Dakota that this would be an eligible expense under this grant as well as producing education materials to provide to attendees.

Staff and Commissioners Swanson and Sakariassen met in December to discuss what items would be needed for the event. This included creating some retractable banners and small signs with information on various historic preservation programs, creating or acquiring available handouts on funding options or best practices, including information on recent HPC activities like the Historic Preservation Plan and historic resource surveys, and potentially showing some demonstrations on common maintenance activities for historic homes like window reglazing.

Staff is confirming the number of exhibitor passes that the HPC will have. Commissioners Swanson and Sakariassen as well as Ms. Lauren Oster have volunteered so far to man the booth that weekend. If any additional members of the Commission are interested in volunteering to help man the booth, please contact Ms. Oster.

Staff Recommended Action

No action is recommended for the Historic Preservation Commission at this time.

MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2025 Historic Preservation Fund Grant Update

MEETING: January 21, 2026

Downtown District Survey

A Class III intensive survey of downtown area, including the current Downtown Historic District and the area surrounding it, was described as a project under the 2025 Historic Preservation Fund Grant. The project work is expected to begin mid-March 2026.

A Request for Proposals was issued on October 20, 2025. Proposals were received on December 19, 2025. Twelve proposals were submitted in response to the Downtown District Survey RFP. The selection committee, consisting of staff from the Planning Department and Commissioners Zenker and Nodland, reviewed the proposals against the evaluation criteria set forth in the RFP. Based on their review, the selection committee recommends Gray & Pape to conduct the Class III for the Downtown District Survey project.

Staff Recommended Action

Select Gray & Pape to conduct the Class III for the Downtown District Survey project.

Attachments:

1. RFP Scoring Sheet

DOWNTOWN DISTRICT SURVEY CONSULTATION SELECTION
Committee Member Scoring Sheet

Member Number:
Date: January 2, 2026

		Vantage Point Solutions	Cairn Historical Consulting	Chronicle Heritage	Eocene Environmental Group	Loggia Preservation	Row 10 Historic Preservation Solutions	E2 Project Management	Gray & Pape	Designing Local	Pigeon Consulting	Terracon	Trileaf
Raw Scores (1 = lowest; 10 = highest)	Weight	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores	Unweighted Scores
1 Firm Qualifications: The qualifications and experience of the firm, demonstrated through previous performance and achievements with similar projects and clients. Any sub-consulting firms will also be considered in relation to their proposed role in the project.	0.2	35	41	45	43	41	41	40	41	42	39	45	36
2 Grasp of Project: The proposal of the firm is aligned with the purpose of this RFP and is consistent with the purposes and goals outlined in the Historic Preservation Commission Ordinance.	0.25	31	37	40	40	35	40	41	45	40	38	34	26
3 Project Approach/Methodology: The ideas and methods proposed by the firm to complete the scope of services, demonstrate a clear understanding of the issues, creativity, and problem-solving ability. The planning and scheduling techniques ensure quality performance. It highlights the firm's familiarity with the community and potential partners, pertinent local cultural resources, and historic preservation principles and methodology including all National Register Bulletins.	0.25	25	37	35	37	32	36	35	43	41	33	33	21
4 Project Team: The qualifications, experience, and availability of the principal consulting staff proposed to work on the project, including the variety of relevant disciplines evident on the team, as well as the availability and qualifications of sub-consulting staff. The principal investigator is qualified per 36 CFR 61 and is, or will be, permitted as an architectural historian per NDCC 55-03-01 and NDAC 40-02-02 prior to contract approval. Project personnel have the technical capability, educational background, pertinent work experience, and the knowledge and familiarity with research sources and techniques needed to adequately complete the project.	0.10	33	33	42	40	33	38	37	39	41	30	43	29
5 Firm Reliability: The firm has demonstrated the ability to complete the project within the stated timeline and budget and the quality of work done on similar projects meet the SHSND standards.	0.15	32	34	39	40	37	38	37	37	40	37	41	31
6 Project Cost: Proposed cost to complete project. Identifies the ability to provide the best final product within the limitations of a set budget.	0.05	35	40	39	42	44	43	39	41	35	41	36	35
		Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score	Weighted Score
Totals		30.85	37.1	39.75	39.95	36	38.85	38.2	41.7	40.5	36.15	38	28.25

M E M O R A N D U M

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2026 Historic Preservation Fund Grant Application

MEETING: January 21, 2026

The application window for the 2026 Historic Preservation Fund grant for North Dakota Certified Local Governments (CLG) is open. The minimum required match is 40% of the project total. Matching funds can be cash or in-kind support (donated labor) that is provided by the CLG and the community that support the grant. The Bismarck Historic Preservation Commission (HPC) is looking to apply for funding to complete various projects which are outlined in the attached grant application for the 2026 Historic Preservation Fund Grant for your consideration. The deadline to apply is Friday, February 20, 2026. Staff confirmed with Amy Munson from the State Historical Society of North Dakota (SHSND) that the period of performance is three years, running from October 1, 2025, through September 30, 2028. A timeline of the application's submittal is provided below.

HPC approves grant application and forwards recommendation to City Commission	January 21, 2026
Staff conducts grant application review with applicable City departments	January 22 – February 9, 2026
City Commission considers and acts upon HPC recommendation	February 10, 2026
Staff sends digital grant application to SHSND	February 19, 2026

Staff Recommended Action

Approve the 2026 Historic Preservation Fund grant application.

Attachments:

1. 2026 Historic Preservation Fund grant application

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: **August 1, 2026** End Date: **September 30, 2028**

PROJECTS

Project 1: **Administrative Budget**
Project 2: **Historic Context Study**
Project 3: **Historic District Plaques**
Project 4: **Historic Building Maintenance Brochures**
Project 5: **NRHP Coloring Book**

FEDERAL FUNDS and MATCHING SHARE:

FEDERAL FUNDS **\$ 46,400**
MATCHING SHARE **\$ 31,155**
TOTAL PROJECT COST **\$ 77,555**

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

Mayor
TITLE

DATE

2026 HPF Grant Application Comprehensive Budget					
Project 1:					
Administrative Budget	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Coordinator's Salary		\$9,121	\$0	\$9,121	\$9,121
Coordinator's Benefits		\$3,205	\$0	\$3,205	\$3,205
HPC In-Kind Donated Labor		\$2,756	\$0	\$2,756	\$2,756
		Total:	\$0	\$15,082	\$15,082
Project 2:					
Downtown Historic District Context Statement	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Consultant (Context Study)		\$27,500	\$27,500	\$0	\$27,500
HPC Review of Context Study (2 Rounds)		\$6,279	\$0	\$6,279	\$6,279
Coordinator	30	\$47	\$0	\$1,410	\$1,410
		Total:	\$27,500	\$7,689	\$35,189
Project 3:					
Historic District Plaques	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Historic Building Plaques	8	\$1,100	\$8,800	\$0	\$8,800
HPC Review and Plaque Creation	24	\$30		\$720	\$720
Coordinator	42	\$47	\$0	\$1,974	\$1,974
		Total:	\$8,800	\$2,694	\$11,494
Project 4:					
Historic Building Maintenance Brochures	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Brochures	3000	\$0.50	\$1,500	\$0	\$1,500
HPC Donated Labor (2 individuals)	40	\$30	\$0	\$1,200	\$1,200
Staff Donated Labor	40	\$47	\$0	\$1,880	\$1,880
		Total:	\$1,500	\$3,080	\$4,580
Project 5:					
NRHP Coloring Books	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Coloring Books	800	\$7	\$5,600	\$0	\$5,600
Artist Stipend	15	\$200	\$3,000	\$0	\$3,000
HPC Donated Labor (2 individuals)	40	\$30	\$0	\$1,200	\$1,200
Staff Donated Labor	30	\$47	\$0	\$1,410	\$1,410
		Total:	\$8,600	\$2,610	\$11,210
BUDGET SUMMARY					
		FEDERAL FUNDS		\$46,400	
		MATCHING SHARE		\$31,155	
		TOTAL PROJECT COST		\$77,555	

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 Planning Department. 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/Quarterly reports
Expense and match reports
Grant Year 1 Report
Grant Year 2 Report
Grant Year 3 Report
HPC meeting minutes
Agendas

Last day of the month
Throughout the grant cycle
Due by November 1, 2026
Due by November 1, 2027
Due by November 1, 2028
Within 30 days after the meeting
5 days before meeting

BUDGET

	MATCH	HPF FUNDS	TOTAL
Coordinator's Salary	\$9,121	\$0	\$9,121
Coordinator's Benefits	\$3,205	\$0	\$3,205
HPC In-Kind Donated Labor	\$2,756	\$0	\$2,756
TOTAL	\$15,082	\$0	\$15,082

Budget Notes:

Coordinator: The coordinator's 2026 annual salary and fringe/benefit calculations and the Historic Preservation Commission's estimated in-kind donated labor are included below.

Coordinator's Salary

The calculations for the coordinator's salary are based on the annual salary and an estimate on past year's time spent working on administrative items for the Bismarck Historic Preservation Commission. The totals are rounded up or down to the nearest dollar.

Lauren Oster, \$35.08 per hr X 5 hrs per wk X 52 wks per yr = **\$9,121**

Coordinator's Benefits

The coordinator is included in the city's benefit plan. Calculation totals are adjusted for the proportion allocated to work conducted on this grant per year. Total hours for sick leave, annual leave, and discretionary leave are only shown below, but they are not included with the total benefits calculations. The benefits include:

FICA/Medicare	\$5,581.79	per year
Health, Life Insurance, & EAP	\$10,150.20	per year
Pension	\$9,777.25	per year
Workers Comp	\$46.68	per year
Disability	\$86.83	per year
Sick Leave	96 hours	per year
Annual Leave	96 hours	per year
Discretionary Leave	40 hours	per year

TOTAL BENEFITS:

\$25,642.75 per yr/2080 hrs = \$12.33 per hr X 5 hrs per wk X 52 wks per yr = **\$3,205**

The coordinator's hourly rate that will be used for donated labor calculations for this grant is \$47.41 per hour. This rate combines both the base salary and the benefits for the coordinator.

HPC In-kind Donated Labor

This budget line is an estimate of the time that will be donated by the Bismarck Historic Preservation Commission including participation in the monthly Historic Preservation Commission meetings and any additional non-project related meetings or activities. Staff typically has a separate half-hour meeting with the chair of the commission prior to each regular Historic Preservation Commission meeting which is accounted for below.

Amy Sakariassen	\$30.14/hr X 1 hr/meeting X 12 meetings = \$362
Beth Nodland	\$40.61/hr X 1 hr/meeting X 12 meetings = \$487
Damita Engel (Chair)	\$40.61/hr X 1.5 hrs/meeting X 12 meetings = \$731
Matthew Hull	\$31.93/hr X 1 hr/meeting X 12 meetings = \$383
John Swanson	\$36.07/hr X 1 hr/meeting X 12 meetings = \$433
Kane Perrin	\$15.00/hr X 1 hr/meeting X 12 meetings = \$180
Greg Zenker	\$15.00/hr X 1 hr/meeting X 12 meetings = \$180

TOTAL IN-KIND

\$2,756

***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 for those individuals are not included in this grant application. Other City of Bismarck staff, including the Planning Director and Administrative Assistant donated labor is also tracked. Their base salary with included benefits is the rate used for any of their donated labor.

DRAFT

Priority 2: Downtown Historic District Context Statement

The Bismarck Historic Preservation Commission (HPC) is seeking project funding assistance for a qualified consultant(s) to complete an updated and thorough historic context study of the downtown area. An updated and thorough context-driven study of Bismarck's Downtown Historic District will help broaden our knowledge of Bismarck's heritage and history and achieve multiple Bismarck HPC goals. It is anticipated that the Downtown Historic District will need to be amended as a result of the Class III intensive survey, and this is one step towards that end goal. Funding to conduct this will be identified in the future.

Due to funding support from a Historic Preservation Fund grant, the Bismarck HPC recently began a Class III Intensive Architectural Survey of the existing National Register of Historic Places (NRHP) Historic District and the downtown area immediately surrounding it. In addition to the Class III inventory, with its associated site forms and written report, the project calls for reconsideration of the historic themes of the District and recommendations for keeping, changing, or expanding them. The Class III contractor has been asked to make a preliminary consideration of the significant time periods, themes, and subthemes, and provide a Class III-level narrative context, including recommendations for possible new themes, boundaries, or districts.

This proposed project intends to take those results and recommendations further, into the development of a formal Context Statement for an NRHP district amendment or nomination, creating an NRHP-quality historic context statement that updates the downtown's thematic categories, along with subthemes, events, people, and places behind each. This project's updated Context Statement will take into account both the original (now twenty five years old) time periods and themes and the newly recommended (2027) time periods and themes, or possibly propose new ones, in order to create a usable Context Statement that can be incorporated into an NRHP amendment or nomination. As the Bismarck HPC moves forward toward its goal of considering an amendment to the existing Historic District, or creation of new districts, a logical next step is to develop an appropriate Context Statement that will be needed for the nomination(s) or amendment.

As development pressure increases in Bismarck's Downtown Historic District, resources with significance to the community are not always apparent. The history of Bismarck's downtown is not well known to most of its citizens. Its nationally significant role as a freighting hub in the steam boating era is not well known. From offices headquartered in downtown buildings and its train depot, the city served as the center of operations for a kind of major Amazon-distribution-hub of its day, receiving and forwarding most of the freight that built the upper American West. Downtown Bismarck's significant role as a fruit and vegetable warehousing and distribution center – serving a multi-state region is also unfamiliar to many, while structures related to this role stand along Main Avenue to this day. Additionally, many are unfamiliar with Downtown Bismarck's important role in the spread of automobiles and trucks and agricultural machinery across the entire region in addition to its important role in the development of the improved roadways and the transcontinental highway system. Neighboring Mandan celebrates its spot along the Old Red Trail, Old Highway 10, but Bismarck seems to have forgotten that the same path went directly down its Main Avenue as well. That history is represented in old auto dealership buildings, machinery dealerships, gas stations, and mechanic and parts shops in the Historic District's west end, many of which are threatened by development pressure. All of this

history is represented in Bismarck's Downtown Historic District and its surrounding area. Bismarck needs an updated version of its authentic history to share with its citizens.

This historic context study represents an important step toward ensuring the key resources in Bismarck, that will have been identified in the 2026 Class III Inventory, can be understood and appreciated for their significance to Bismarck's history. The development of this tool will draw from a wide range of resources, including previous inventories, nominations, research of primary and secondary sources, public records, community members and scholars, oral histories, historical and cultural societies, stakeholders, and archives. It will take into account downtown Bismarck's evolving economic, social, cultural, industrial, architectural, religious, medical, political, transportation, military, immigrant, arts, sports, and recreation history.

In the future, the city can apply the framework developed here to ensure that the potential significance of its downtown buildings is adequately considered. The project will also provide an updated history of Bismarck's downtown through 1985 that can be used for many purposes including public education, programming, brochures, and exhibits. The Context Statement gives stakeholders, such as the Bismarck HPC, the State Historical Society of North Dakota, the City of Bismarck, property owners, and historic preservation consultants, a comprehensive method to identify and evaluate resources. Additionally, learning the history and significance of one's property and its surrounding area can be a point of pride for many individuals and could even be a way to entice people to visit this area or Bismarck in general.

The new *Bismarck Downtown Historic District Context Statement* will include:

- Descriptions of the overall purpose, methodology, and regulatory framework guiding the project.
- An overview of the built environment within the District, and summaries of previous studies in the downtown community, and of the previous nomination and amendment.
- Determination of thematic categories to be used going forward in a NRHP District amendment or nomination(s); themes of significance, along with subthemes, events, people, and places behind each, including photographs, maps, images.
- Discussion of the associated property types that reflect the themes of significance.
- Construction chronologies and discussions of the changing character of the District over time, using the thematic categories.
- A project summary and recommendations.
- Graphic depictions of a Timeline and Milestones.
- A bibliography.
- Endnotes.
- Appendices including tables of all known and potentially eligible resources identified during the Class III inventory and their relevance to the Context Statement.
- Professional maps, depicting the overall District(s), resources that apply to each significant theme of the Context Statement, chronological maps, maps of amended or new districts that may arise from the Context Statement study, adjacent areas of interest for historic significant; and
- Other elements developed in consultation with the North Dakota State Historic Preservation Office (ND SHPO).

The consultant will be required to attend at least one face-to-face initial meeting, and one community meeting to gather information and share results about the project.

The Bismarck HPC anticipates that the document will undergo at least two rounds of revisions: first with the Bismarck HPC and then with the ND SHPO, for a total of four possible revisions.

The City of Bismarck recently adopted its Comprehensive Plan in 2022. Goal T6 states: “Preserve buildings and sites of architectural significance to the history of Bismarck.” Creating a historic context statement for this area will ensure that the historic significance and development of the downtown core is preserved. Additionally, the HPC is in the process of developing a Historic Preservation Plan. One of the goals identified in the draft plan is to “prepare and maintain a comprehensive inventory of historically significant and potentially eligible properties within the City.” One objective in support of this goal is to “conduct updates to past NRHP nominations as needed.” This project will be the second step to reevaluating the current district which may require a formal update later. Additionally, this project would support Goals 2 and 3 identified in *Historic Preservation in North Dakota, 2022-2027: A Statewide Comprehensive Plan*. Specifically, the objective to “encourage survey and inventory,” to “increase the dissemination of historical and cultural resource information,” and to “form new partnerships” which would include conversations and collaboration with downtown groups.

PRODUCTS

Request For Proposal (RFP)
Chosen Proposal
Contract
Draft Context Statement* to HPC
Draft Context Statement* to SHPO
Second Round Draft Context Statement* to HPC
Final Context Statement* to SHPO

*The context statements, drafts and final, will include all items as mentioned above.

TIMELINE

Scope of Work/RFP September – December, 2026
Choose Proposal January – February 2027
Contract Development/Approval February - March 2027
Consultant Notice to Proceed March 2027
Creation of Draft Context Statement/Public Meetings April - July, 2027
Draft Context Statement to HPC (Round 1) July 15, 2027
Draft Context Statement to SHPO (Round 1) July 30, 2027
Draft Context Statement to HPC (Round 2) September 15, 2027
Final Context Statement to SHPO (Round 2) September 30, 2027
Project Closeout..... October 30, 2027

The Bismarck HPC anticipates receiving a draft of the Class III report, including a preliminary narrative in April 2027, with a completion time of the report and Class III narrative in June 2027.

BUDGET

	HPF FUNDS	MATCH	TOTAL
Consultant (Context Study)	\$27,500	\$0	\$27,500
HPC Review of Context Study (2 Rounds)	\$0	\$6,279	\$6,279
Coordinator	\$0	\$1,410	\$1,410
TOTAL	\$27,500	\$7,689	\$35,189

The budget items for the historic context survey were based on cost estimates from various sources including the [System for Survey: City of Saint Paul 2021-2030](#). In this, a suggested context study estimate is between \$25,000-\$70,000. This cost would include a summary of what the context encompasses; general historical background of the subject(s); an explanation of the context's parameters (methodology of study); information relevant to the development of the context's theme(s) or area(s) of significance; identification of the property types associated with the context; relevance using each of the National Register Criteria; and a bibliography.

This draft budget includes \$27,500 for a consulting firm. The City and Bismarck HPC intend to match this with volunteer hours from commissioners, staff, and stakeholders for planning and reviewing the project, meetings and research, potentially the printing of the context's results, mailing postcards about the project to various stakeholders, and/or staff time for advertising a public meeting. Since the Class III for this area will include some preliminary context information and the old nomination exists as a framework, it is likely that work to create a formal Context Statement will not require as much work. As such, the Bismarck HPC's estimate is on the lower end of the spectrum for this type of project. However, the end result will be a great foundation for history booklets, exhibits, banners, programming, or other similar types of planning or education materials.

The donated labor for the HPC's review of the context statement was calculated for an estimated time of review of 30 hours: 20 hours for the first round of reviews and 10 hours for the second. This review would be conducted by all members of the HPC, so all are shown below including their rates and hours. Estimates are rounded to the whole number. Additional hours of review conducted by the HPC members may occur as needed.

Amy Sakariassen	\$30.14/hr X 30 hrs = \$904
Beth Nodland	\$40.61/hr X 30 hrs = \$1,218
Damita Engel (Chair)	\$40.61/hr X 30 hrs = \$1,218
Matthew Hull	\$31.93/hr X 30 hrs = \$957
John Swanson	\$36.07/hr X 30 hrs = \$1,082
Kane Perrin	\$15.00/hr X 30 hrs = \$450
Greg Zenker	\$15.00/hr X 30 hrs = \$450

Total = \$6,279

The donated labor for the solicitation of the RFP and proposal selection for consultant services was calculated using the staff coordinator's price per hour (\$47.41) rounded down. The total time spent on this is estimated for a total of 30 hours. This will include the creation and review of the RFP, review of proposals, creation of contract, necessary work (i.e., agenda memos) to get approvals from boards and SHPO, and coordination with the potential consultant during this time. These estimates are based on previous projects that have included similar work that staff has done.

\$47 per hour X 30 hours = \$1,410

Priority 3: Historic District Plaques

The Bismarck Historic Preservation Commission (HPC) is seeking project funding assistance to create historic district plaques for several individually eligible/contributing or individually listed properties in downtown Bismarck.

There are currently 11 properties individually listed on the National Register of Historic Places (NRHP) and 19 properties that are individually eligible/contributing within the current historic district boundary. The downtown area is currently in the process of a Class III intensive survey to reevaluate current district properties as well as properties surrounding this area. Although the properties within the current historic district are being reevaluated, it is unlikely that the historic integrity of all 30 properties will have changed drastically in the past 25 years. Even if several have lost their integrity, this project would still be able to create plaques for those that have retained their integrity.

The buildings in this core area of Bismarck showcase commercial, professional, social, and civic elements of Bismarck's history. This area covers a broad historic time range of both the city and North Dakota's past. This area highlights several significant themes and details of Bismarck's history including transportation related to the railroad and early automobile dealerships, congregations of civic buildings, warehouses, and unique architecture examples. Creating these plaques provides an opportunity to educate visitors of this area about the significance of the buildings and their original owners. Several property owners within this area have expressed an interest in having educational plaques on their significant buildings as a way to educate and promote Bismarck's history to citizens and visitors alike.

The plaques will include a photograph of the historic building, a brief description of its significance and unique features, as well as information related to its inclusion on the NRHP. Staff will also create an interactive GIS map to accompany the plaques, providing location information as well as additional historic information about the site that may not be able to be included on the plaques.

The City of Bismarck recently adopted its Comprehensive Plan in 2022. Goal T6(a) states: "Support preservation activity within existing historic districts on the National Register of Historic Places and evaluate new areas for potential nomination." Creating historic buildings plaques that showcase individually eligible/contributing and individually listed properties in downtown support preservation activity within this area by educating citizens and visitors who navigate this area. Additionally, the HPC is in the process of developing a Historic Preservation Plan. One of the goals identified in the draft plan is to "promote civic pride by highlighting Bismarck's unique character and culture," with a strategy to "encourage plaques for buildings and sites on the National Register of Historic Places." Additionally, this project would support Goals 2 and 3 identified in *Historic Preservation in North Dakota, 2022-2027: A Statewide Comprehensive Plan*. Specifically, the objective to "encourage survey and inventory," to "increase the dissemination of historical and cultural resource information," and to "form new partnerships" which would include conversations and collaboration with downtown groups.

PRODUCTS

- Quotes from Sign Companies
- Historic Building Plaques
- Interactive GIS Map

TIMELINE

Create Plaque Designs October 2026 – January 2027
Obtain Quotes for Plaques.....February 2027
Select Company to Make Plaques February - March 2027
Order Plaques March 2027
Receive/Install Plaques..... April – June 2027
Project Closeout.....July 2027

BUDGET

	HPF FUNDS	MATCH	TOTAL
Historic Building Plaques (8)	\$8,800	\$0	\$8,800
HPC Review and Plaque Creation	\$0	\$720	\$720
Coordinator	\$0	\$1,974	\$1,974
TOTAL	\$8,800	\$2,694	\$11,494

The budget items for the creation of 8 bronze/aluminum historic district plaques. The price per plaque was based on several online sign company estimates. Estimates ranged between \$400-\$1,800 per plaque. Based on the detail anticipated for the plaque (i.e., addition of historic photo), anticipated size, and the plaque being made for outdoors, the price per plaque will likely be a bit higher. The Bismarck HPC estimated the price in the middle of this range: \$1,100. Many of these plaques include instructions on self-installation. As such, the Bismarck HPC has included the time to install the plaques in the donated labor time below.

$$8 \text{ plaques} \times \$1,100/\text{plaque} = \$8,800$$

The donated labor for the HPC will include work to create the narrative of the building for each plaque, review the design of each plaque, and locate historic photos. An estimated review time of five hours for each plaque was identified based on previous projects with similar work. Five additional hours were added for each HPC member to help acquire additional information for the GIS map. Two additional hours were added to install the plaques. This was multiplied by the current average hourly rate of all the HPC members (\$29.91 per hour) which was rounded up. This review would be conducted by at least two (2) members of the HPC. Additional hours of review conducted by more HPC members may occur as needed.

$$2 \text{ HPC individuals} \times \$30 \text{ per hour} \times 12 \text{ hours} = \$720$$

The donated labor for the solicitation of the RFP and proposal selection for consultant services was calculated using the staff coordinator's price per hour (\$47.41) rounded down. The total time spent on this is estimated for a total of 40 hours. This will include obtaining quotes from sign companies, selecting a sign company, assisting with the creation and layout of the plaques, necessary work (i.e., agenda memos) to get approvals from boards and SHPO, and creating an interactive GIS map that accompanies the physical plaques. Two additional hours were added to install the plaques.

$$\$47 \text{ per hour} \times 42 \text{ hours} = \$1,974$$

Priority 4: Historic Building Maintenance Brochures

The Bismarck Historic Preservation Commission (HPC) is seeking grant funding assistance for the creation of historic building maintenance brochures. The purpose of this project would be to create brochures which would include Bismarck-specific information as a way to support and educate local historic homeowners. A majority of this project will utilize donated labor from staff and members of the HPC.

Homes currently have the potential to be considered historic if they were built in 1976 or earlier. Homeowners with homes around this age tend to think their homes aren't historic. However, by creating resources that make them aware of this as a way to get them thinking about preserving and maintaining certain historic characteristics, there's the potential that more historic characteristics from homes within these later time periods may be maintained for the future. This brochure could be seen as a way to prevent the deterioration of the integrity of these now historic buildings. This could also apply to the more traditional historic homes or homes within historic districts.

The creation and design phase will create user-friendly graphics, making it easier for members of the public to understand information or find key details on processes. Relevant photos depicting parts of the process or good examples will also be included in the brochures. This resource will consolidate information for other sources in an easy-to-read format, which will make it easier for individuals to utilize who are not sure what information they are looking for. Additionally, where applicable, information included in the brochures will be Bismarck- or North Dakota-specific, providing information on maintaining unique architectural or material characteristics that we see in this area.

This resource could be distributed to local historic preservation professionals, relevant government entities, local contractors, schools, tradespeople, and other additionally interested members of the public. Additionally, it would be extremely helpful to distribute a brochure like this to the public at any public events the Bismarck HPC attends or even city staff. Homeowners do not tend to think about maintaining their historic homes if information is not readily available to them.

The City of Bismarck recently adopted its Comprehensive Plan in 2022. Goal T6(a) states: "Support preservation activity within existing historic districts on the National Register of Historic Places and evaluate new areas for potential nomination." Creating historic building maintenance brochures would support the preservation of several historic buildings both in and adjacent to recognized historic districts. One goal currently identified in Bismarck's Historic Preservation Plan draft plan is to "educate the public about historic preservation and any programs and tools available to achieve this goal," and would be supported through the creation of this resource. This would also tie into a potential objective of this draft plan which includes encouraging "good stewardship of historic places," which calls out several strategies including the creating of handouts. Additionally, the finalization of this Plan will support Goals 2 and 3 identified in *Historic Preservation in North Dakota, 2022-2027: A Statewide Comprehensive Plan*. Specifically, the objectives to "increase the dissemination of historical and cultural resource information," and to "demonstrate the relevance of historic preservation to the individual citizen."

PRODUCTS

Printed Brochures
Digital Version of Brochures

TIMELINE

Begin Design Work for Brochures October 1, 2026
Design Work/Revise Draft..... October 2026 – March 2027
Final Draft Completed April 2027
Forward to HPC for Approval April – May 2027
Forward to SHSND for Review/Approval July 2027
Create Digital Version August 2027
Add to Historic Preservation page City Website August 2027
Project Completion August – September 2027

BUDGET

	HPF FUNDS	MATCH	TOTAL
Brochures (3,000)	\$1,500	\$0	\$1,500
HPC Review/Creation of Content	\$0	\$1,200	\$1,200
Coordinator Review/Creation of Content	\$0	\$1,880	\$1,880
TOTAL	\$1,500	\$3,080	\$4,580

Brochure estimates were based on local printing company prices for previous brochures and design costs of the brochures. The cost for 3000 brochures from a previous project completed in 2025, including some design and layout work, was just under \$1,500. It's anticipated the cost for brochures for this project will be the same. Based on this, staff rounded up to \$1,500 as there may be price increases between 2025 and when the brochures would be ordered in 2027.

All donated labor matches were based on an estimated 20 hours spent by each HPC member on creating content for the brochures and reviewing the draft(s). This hourly estimate is based on the previous average amounts of time spent by HPC on similar educational activities. The HPC members donated labor was calculated based on the current average hourly rate of all the HPC members (\$29.91 per hour) which was rounded up, as it has not been determined at this time which members would be able to attend.

$$20 \text{ hours} \times \$30 \text{ per hour} \times 2 \text{ individuals} = \$1,200$$

The donated labor for the brochures was calculated using the staff coordinator's price per hour (\$47.41) rounded down. The total time spent on this is estimated for a total of 40 hours. This will include the necessary work (i.e., agenda memos) to get approvals from boards and SHPO, the review of the brochures, and the creation of a digital version of the brochure. These estimates are based on previous projects that have included similar work that staff has done.

$$\$47 \text{ per hour} \times 40 \text{ hours} = \$1,880$$

Priority 5: NRHP Coloring Books

The Bismarck Historic Preservation Commission (HPC) is seeking grant funding assistance for the creation of coloring books highlighting National Register of Historic Places (NRHP) properties in Bismarck.

The creation of coloring books provides an opportunity to interact with and educate younger members of the community in a fun and engaging way. Compared to traditional historic preservation materials, coloring books are art-focused which allows information to be disseminated to individuals who are visual learners. Many members of the community are unaware of which buildings in Bismarck are historically significant. This project would allow the Bismarck HPC to increase the visibility of the significance of these historic buildings. If more people are aware of the significance of a building's history, there's a better chance that more people will become advocates for retaining and maintaining a building's historic characteristics.

Bismarck has 3 NRHP historic districts, with hundreds of properties, and over 20 Listed sites. Of these, 13 Individually Eligible or Listed properties would be showcased within the coloring book. A short paragraph on the property's history and importance would be included for each selection. This would be a secondary component to the actual art piece. Each paragraph will be written in a way that allows K-5 students to read and comprehend the material.

This project will also allow the Bismarck HPC to support a local artist by creating an opportunity where they may showcase their skills to a wider audience. Art often provides an avenue where people from different generations, geographical regions, and backgrounds can connect, communicate, and understand each other. The art included in the coloring books is a chance to connect and communicate with community members and visitors, sharing the importance of Bismarck's history and understanding that its history connects to history elsewhere. Allowing the story of Bismarck and its development to be expressed and commemorated by its residents is key to this project's goal. Depending on where the Bismarck HPC is able to distribute this resource, it is possible that these coloring books and their information would be disseminated beyond North Dakota, especially if visitors are keen to utilize this resource, creating additional chances to share Bismarck's story.

Additionally, the creation of this resource will support Goals 1 and 2 identified in *Historic Preservation in North Dakota, 2022-2027: A Statewide Comprehensive Plan*. Specifically, the objectives to "increase the visibility of historic preservation in local communities," as well as the objective to "increase the dissemination of historical and cultural resource information." One goal currently identified in Bismarck's Historic Preservation Plan draft plan is to "educate the public about historic preservation and any programs and tools available to achieve this goal," and would be supported through the creation of this resource. This would also tie into a potential strategy of this draft plan which includes utilizing "art as an engagement method to foster dialogue and understanding of Bismarck's history and historic preservation."

PRODUCTS

- Call for Artist
- Chosen Proposal
- Contract

Draft Coloring Book Design
800 Coloring Books

TIMELINE

Call for Artists	September – November 2026
Artist Selection	December 2026 – January 2027
Contract Development/Approval	January – February 2027
Artist Notice to Proceed	February 2027
Creation of Art Pieces	February - April 2027
Draft Coloring Book to HPC and SHPO	May 2027
Project Closeout.....	June 2027

BUDGET

	HPF FUNDS	MATCH	TOTAL
Coloring Books	\$5,600	\$0	\$5,600
Artist Stipend	\$3,000	\$0	\$3,000
HPC Members Donated Labor	\$0	\$1,200	\$1,200
Staff Donated Labor	\$0	\$1,410	\$1,410
TOTAL	\$8,600	\$2,610	\$11,210

This budget includes the cost of 800 coloring books with 15 pages per book (front, back, 13 coloring pages) and an artist stipend for creating the coloring pages and the front and back covers of the book. The Bismarck HPC and the staff coordinator will provide part of its grant match for this item through review of the artwork and solicitation for an artist. This will be considered a donated labor match. Each line item is explained further below.

The proposed budget includes the cost to produce 800 coloring books. Each book will contain 15 pages. This includes 13 coloring pages and a front and back cover. The front and back covers will be in color with a printed design, and the interior 13 pages will be black and white. The pages will be perforated so individuals can remove pages. Office Depot's option for a tape bound book was used to estimate the cost of producing this type of book.

$$\$7/\text{book} \times 800 \text{ books} = \$5,600$$

Typical artist stipends in the state range between \$150-\$250 an art piece or project. Since this project would have approximately 15 pieces of art, staff estimates a mid-range price of \$200 per art piece for a total of \$3,000 for the artist's stipend.

$$\$200/\text{art piece} \times 15 \text{ art pieces} = \$3,000$$

All donated labor matches were based on an estimated 20 hours spent by each HPC member on coloring book activities. This would include creating small narratives about each NRHP property to include in the books. This hourly estimate is based on the previous average amounts of time spent by HPC on similar educational activities. The HPC members donated labor was calculated based on the current average hourly rate of all the HPC members (\$29.91 per hour) which was rounded up, as it has not been determined at this time which members would be able to attend.

$$20 \text{ hours} \times \$30 \text{ per hour} \times 2 \text{ individuals} = \$1,200$$

The donated labor for the solicitation of a Call for Artists and proposal selection for consultant services was calculated using the staff coordinator's price per hour (\$47.41) rounded down. The total time spent on this is estimated for a total of 30 hours. This will include the creation and review of the Call for Artists, review of proposals, creation of contract, necessary work (i.e., agenda memos) to get approvals from boards and SHPO, and coordination with the potential artist during this time. These estimates are based on previous projects that have included similar work that staff has done.

\$47 per hour X 30 hours = \$1,410

DRAFT

Bismarck Historic Preservation Commission

Member	Position**	Address	Phone	Email	Donated Time Rate
Lauren Oster	Staff	221 N. 5th Street, Bismarck, ND 58506	701-355-1846	laoster@bismarcknd.gov	\$37.42
Greg Zenker*	Commissioner & City Commissioner	221 N. 5th Street, Bismarck, ND 58506	701-355-1300	gzenker@bismarcknd.gov	\$15.00
Amy Sakariassen	Commissioner	221 N. 5th Street, Bismarck, ND 58506	701-355-1840	on file	\$25.88
Beth Nodland	Vice Chair	221 N. 5th Street, Bismarck, ND 58506	701-355-1840	on file	\$34.90
Damita Engel	Chair	221 N. 5th Street, Bismarck, ND 58506	701-355-1840	on file	\$34.90
John Swanson	Commissioner	221 N. 5th Street, Bismarck, ND 58506	701-355-1840	on file	\$35.02
Matthew Hull	Commissioner	221 N. 5th Street, Bismarck, ND 58506	701-355-1840	on file	\$25.88
Kane Perrin	Commissioner	221 N. 5th Street, Bismarck, ND 58506	701-355-1840	on file	\$15.00

* City Commission Member

** As of 01/15/26

Bismarck City Commission*

<u>Name</u>	<u>Position</u>	<u>Contact</u>
Michael Schmitz	Mayor	mschmitz@bismarcknd.gov
Anne Cleary	Commissioner	acleary@bismarcknd.gov
John Risch	Commissioner	jrisch@bismarcknd.gov
Michael Connelly	Commissioner	mconnelly@bismarcknd.gov
Greg Zenker	Commissioner	gzenker@bismarcknd.gov

** As of January 15, 2026*

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	
		Mayor	
APPLICANT ORGANIZATION		DATE SUBMITTED	
City of Bismarck			