



Community Development Advisory Committee

MEETING
April 22, 2026

David Blackstead
Conference Room

City-County Office Building

1:00 PM

The City of Bismarck encourages citizens to provide their comments via email to planning@bismarcknd.gov. The comments will be sent to the Community Development Advisory Committee prior to the meeting and included in the minutes of the meeting. To ensure that comments are compiled and forwarded to the Community Development Advisory Committee with enough time to review all comments, please submit your comments no later than 8:00 am 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 Community Development Advisory Committee 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.

A recorded version of the meeting will be made available on the City of Bismarck's website [here](#).

The City of Bismarck does not discriminate in admission or access to its programs, activities, or services. To request accommodations for disabilities and/or language assistance, please contact the Title VI/ADA Coordinator at 701-355-1330.

Agenda subject to change prior to meeting.

1. APPROVAL OF MEETING MINUTES

- A. Consider approval of the 1/28/26 regular meeting minutes

2. PUBLIC COMMENT

- A. Includes items on the Regular Agenda, or the previous agenda

3. REGULAR AGENDA

- A. Review and adoption of bylaws
- B. Review of requests for funds and selection of 2026 CDBG subrecipients

4. OTHER BUSINESS

- A. Any other business

5. **ADJOURN**

- A. The next meeting of the Community Development Advisory Committee is scheduled for 1PM on Wednesday, July 22, 2026 in the David Blackstead Conference Room, City-County Office Building.



MEETING OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

1/28/2026 - MINUTES

1. **PROGRAM OVERVIEW**

Members present included Joan Trygg, Kate Herzog, Tricia Brown, Thomasine Iron, Joel Kostelecky, Holly Triska-Dally, Karen Wolfer, Lane Hoffer, Daniel Nairn, Eric Lund, Kim Ohnell, and Renae Moch.

Staff Members present were Hilary Balzum and Sarah Fricke

2. **ELECTION OF CHAIR AND VICE CHAIR**

Kate Herzog was appointed Chair for a period of one year by unanimous vote.

Joel Kostelecky was appointed Vice Chair for a period of one year by unanimous vote.

3. **PUBLIC COMMENT**

No public comment

- A. Includes items on the Regular Agenda

4. **REGULAR AGENDA**

- A. Review of draft bylaws

A discussion and review of the draft bylaws took place. Quorum will be a simple majority of all members present.

- B. Discussion of future meeting date(s)

The committee will meet quarterly, on the fourth Wednesday of the first month of each quarter at 1:00 PM as their regular meeting time. They will hold additional special meetings as needed.

5. **OTHER BUSINESS**

6. **ADJOURN**

- A. The next regular meeting is scheduled for April 22, 2026, at 1 P.M. in the David Blackstead Conference Room.

Bylaws of the Community Development Advisory Committee (CDAC)

Article I. Name and Purpose

1.1 Name

This body shall be known as the Community Development Advisory Committee (CDAC).

1.2 Purpose

The CDAC is established to advise the City of Bismarck Planning Department on the allocation and use of associated grant funds, to review and recommend program priorities for inclusion in Annual Action Plans and Consolidated Plans, and to ensure community input consistent with U.S. Department of Housing and Urban Development (HUD) regulations, as well as those outlined in the City of Bismarck's Citizen Participation Plan.

Article II. Authority and Responsibilities

2.1 Authority

The CDAC operates under the authority delegated by the Bismarck Board of City Commissioners pursuant to applicable federal and local laws.

2.2 Responsibilities

The CDAC shall:

- Review community development needs and priorities.
- Evaluate grant proposals and applications.
- Recommend funding allocations to the Bismarck Board of City Commissioners.
- Provide input on priorities, goals and objectives to support the yearly Annual Action Plan and five-year Consolidated Plan, as well as any needed amendments.
- Encourage and facilitate public participation, including required public hearings, as identified in the Citizen Participation Plan.
- Help in the development of pathways to other funding sources.

Article III. Membership

3.1 Composition

The CDAC shall consist of up to 13 members appointed by the Bismarck Board of City Commissioners. Membership should be a cross-section representation of the people in Bismarck. They serve as a voice for the community and act in an advisory capacity on the current needs of the community. The committee does not have independent duties or

authority to take actions that will bind the Board of City Commissioners. The group is led by staff members from the Bismarck Planning Department and includes 5 designated seats for representation from Bismarck-Burleigh Public Health, City of Bismarck Fiscal Services Division, City of Bismarck Finance Department, City of Bismarck Planning Department and City of Bismarck Administration Department. Another 8 seats are available for at-large members selected through a public solicitation for applications, according to standard procedures, and who are appointed by the Bismarck Board of City Commissioners for a three-year term.

3.2 Qualifications

Members must have demonstrated interest or professional experience in community development, housing issues or related matters. Experience in finance, specifically grants or grant administration, is preferred.

3.3 Term of Service

Members shall serve staggered terms of 3 years. Terms may be renewed upon reappointment.

3.4 Vacancies

Vacancies shall be filled by appointment for the remainder of the unexpired term.

3.5 Removal

Members may be removed by the Board of City Commissioners for:

- Missing three (3) consecutive regular meetings,
- Violating the conflict-of-interest policy, or
- Conduct detrimental to the work of the Committee.

Removal shall require action by the Bismarck Board of City Commissioners.

3.6 Compensation

Members of the CDAC shall serve without compensation.

Article IV. Officers

4.1 Officers

The Committee shall elect from its membership a Chairperson and Vice-Chairperson annually.

4.2 Duties

- The Chairperson presides at meetings and serves as the liaison to the City of Bismarck.
- The Vice-Chairperson assumes the Chair's duties in their absence.
- If both officers are absent, the members present shall elect a temporary presiding officer.

4.3 Staff Support

City of Bismarck staff shall provide administrative support, including recordkeeping and meeting notices, as well as meeting agenda preparation and the distribution of meeting materials to the CDAC.

Article V. Meetings

5.1 Regular Meetings

The CDAC shall meet quarterly and as needed to fulfill its responsibilities. The schedule shall be set annually.

5.2 Special Meetings

Special meetings may be called by the Chairperson or by a majority of members with at least 7 days' notice.

5.3 Quorum

A quorum shall consist of a simple majority of voting members. No business shall be conducted without a quorum.

5.4 Voting

Actions require a simple majority vote of those present when a quorum exists. Each member has one vote. Proxy voting is not permitted.

5.5 Open Meetings

All meetings shall be open to the public and comply with applicable open meetings laws and public records acts. Notices and agendas shall be posted in accordance with legal requirements.

5.6 Attendance

Members are expected to attend all regular and special meetings.

5.7 Remote Participation

A member may join the meeting by reliable electronic media and be included in the determination of a quorum, and discussion and voting on agenda items.

Article VI. Meeting Procedures

6.1 Parliamentary Authority

Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, except as otherwise provided by these bylaws or applicable laws.

6.2 Minutes

Official minutes shall be maintained by staff and approved by the Committee at the following regular meeting. Minutes shall be available for public inspection.

Article VII. Conflict of Interest

7.1 Disclosure

Members must disclose any potential conflicts of interest with respect to funding recommendations.

7.2 Recusal

Members with a conflict of interest may not vote on or participate in deliberations related to the matter.

7.3 Documentation

Any recusal shall be recorded in the meeting minutes.

Article VIII. Subcommittees

The Committee may form subcommittees or work groups as needed to address specific topics, provided they report back to the full Committee.

Article IX. Amendments

These bylaws may be amended by a two-thirds (2/3) vote of the Committee at any regular meeting, provided that written notice of the proposed amendment has been distributed to all members at least ten (10) days prior to the meeting.

Article X. Adoption

These bylaws shall take effect upon approval by the CDAC and shall remain in effect until amended or repealed.

These bylaws were adopted by the City of Bismarck Community Development Block Grant Advisory Committee on the ____ day of _____, 2026.

Community Development Advisory Committee

Kate Herzog - Chairperson



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

April 6, 2026

Honorable Michael T. Schmitz
Mayor of Bismarck
P.O. Box 5503
Bismarck, ND 58501

Dear Mayor Schmitz,

Secretary Scott Turner is committed to improving housing opportunities, reducing regulations to lower housing cost, and expanding housing supply for hardworking Americans. The nationwide shortage of rental and owner-occupied properties and the current rate of construction have not kept pace with the demand. This lack of adequate housing supply leads to higher prices for renters and homebuyers alike, forcing some into homelessness and preventing countless Americans from becoming homeowners. Across the country, partnerships between public and private sectors are providing millions of Americans an opportunity to get ahead. HUD is determined to continue its collaboration with you so programs are responsibly utilized and can spark additional leveraging and partnerships to address the nation's housing challenges.

As authorized by the Consolidated Appropriations Act (Public Law 119-75) on February 3, 2026, I am honored and excited to announce that your jurisdiction is receiving the following Fiscal Year 2026 allocations for the identified programs:

Community Development Block Grant (CDBG) \$405,839.00

HOME Investment Partnerships Program (HOME) \$ 0.00

Emergency Solutions Grants (ESG) \$ 0.00

Housing Opportunities for Persons With AIDS (HOPWA) \$ 0.00

Recovery Housing Program (RHP) \$ 0.00

In addition, your jurisdiction's CDBG allocation for this year provides you with \$2,029,195.00 in available Section 108 loan guarantee borrowing authority. Section 108 permits you to borrow up to five times of your current CDBG allocation. This loan allows jurisdictions to maximize access to low-interest capital, and provide long-term financing to invest in Opportunity Zones, or further address gap financing for big projects that you envision for your community.

As you are finalizing your Annual Action Plans or Consolidated Plans that are due for submission to our office by August 16, 2026, please be reminded that it is important to align with applicable laws and executive orders. If you or any member of your staff have questions, please

do not hesitate to contact your local HUD Field Office in Bismarck, ND or CPDGDAS@hud.gov.

Thank you for your interest in CPD programs and for ensuring that these dollars are responsibly achieving outcomes as intended by law. When people have a safe and stable place to call home, they can focus on contributing to the economy and be productive members of their respective communities.

Sincerely,

A handwritten signature in black ink, reading "Ronald J. Kurtz". The signature is written in a cursive style with a horizontal line underneath the name.

Ronald J. Kurtz
Assistant Secretary
for Community Planning and Development

2026 APPLICATION SUMMARY

Applicant	Project	2026 Requests for Construction/Capital Improvements	Recommended Funding	2026 Requests for Service	Recommended Funding (Max. 15%)	SAM.gov Check	Comments	Application Score - Projects (Out of 11)	Application Score - Services (Out of 11)
Abused Adult Resource Center	AC Repairs and Updates	\$ 60,000.00				exp 1/23/27	AARC is working to administer open funds on a 2024 activity that were recently repurposed into a new project. It is expected that this will be completed in the coming months and prior to new funds being utilized.	9	
Burleigh County Council on Aging (AgeWell Center)	Boiler Replacement	\$ 77,640.00	\$ -			exp 2/2/27	BCCA is working through the procurement and installation of commercial fridge and freezer units with completion expected in the coming months. Installation was delayed due to equipment being damaged in transit.	8	
Bismarck Parks and Recreation District	Tatley Eagles Community Garden ADA Improvements	\$ 20,413.25				exp 12/10/26	None.	10	
Community Action Program	Single-Family ADA Improvements and Emergency Repairs	\$ 30,000.00	\$ -			exp 3/25/27	CAP is currently finalizing its last project, with the expectation for completion in the coming months and prior to new funds being utilized.	8	
Dacotah Foundation	Roof Repairs and Replacements	\$ 37,500.00				exp 11/24/26	Two applications were submitted for similar requests where both Dakota Home (\$18,500) and Lewis and Clark (\$19,000) need roof work. The agency has indicated Lewis and Clark would be prioritized first.	10	
Ministry on the Margins	Affordable Housing Property Repairs	\$ 200,000.00				exp 6/24/26	The agency has prioritized need improvements as: 1. Hallways painted and tiles replaced (\$20,000); 2. Parking lot repairs (\$73,000); 3. Individual unit improvements (\$50,000); 4. Building exterior landscape (\$45,000); and 5. Fence repairs (\$12,000).	8	
Youthworks	Exterior Windows Replacements and Siding Repairs	\$ 56,447.00				exp 11/7/26	Prioritization includes: Priority 1: Windows (\$21,817) and Priority 2: Siding (\$34,630).	9	
Aid, Inc.	Past Due Rent and Utility Bill Assistance			\$ 30,000.00	\$ -	exp 6/5/26	None.		9
Missouri Slope Areawide United Way	Homeless Shelter Day Operations			\$ 65,000.00		exp 3/3/27	None.		10
USpireND	Healthy Families ND Home Visit Program			\$ 15,000.00		exp 3/19/27	None.		9
Totals of Requests		\$ 482,000.25	\$ -	\$ 110,000.00	\$ -				

2026 Allocation	\$ 405,839.00
Deduct Administration (max 20%)	\$ 81,167.80
Total Allowed for All Activities	\$ 324,671.20
Available for Construction/Capital Improvements	\$ 275,970.52

2026 Construction/Capital Improvements	\$ 275,970.52
2026 Service	\$ 48,700.68
Total 2026 Fund to recipient	\$ 324,671.20
20% for admin	\$ 81,167.80
Total 2026 Funding	\$ 405,839.00

Public Services (max 15% of total after Admin deduction)	
Total Max amt 2026	\$48,700.68

Recommended Construction/Capital Improvements Projects	\$ -
Recommended for Service Projects	\$ -

Applicant	Project
Abused Adult Resource Center	AARC is asking for CDBG funds to assist with improvements needed to AC units and electrical upates at the Seeds of Hope secondhand store. Seeds of Hope is a large funding source for other AARC operations, such as services at their domestic violence shelters. Victims of domestic violence are a presumed LMI population by HUD standards. AARC has indicated an ability to start the project immediately, with an approximate 2-6 months completion timeline. Activities assisted with CDBG funds in prior years have included the installation of an elevator at Seeds of Hope in 2023, roof repairs at their main office in 2024, domestic violence shelter improvements in 2023 and 2025 and ADA renovations at Seeds of Hope in 2026.
Burleigh County Council on Aging (AgeWell Center)	BCCA has indicated a need for boiler replacement at their AgeWell Center (fka Burleigh County Senior Center) to improve operational efficiency and overall facility functionality. The existing boiler has been deemed inefficient and unreliable. If funds are awarded, the project would begin in June or when boilers are turned off for the summer, and will take approximately one month to complete. Activities assisted with CDBG funds in prior years have included renovations to the senior center recreation room in 2023, renovations for the reconfiguration and improvements to the senior center dishroom and warehouse and replacement of a walk-in freezer in 2024, and current open funds for a replacement commercial blast freezer and 2 HDM commercial refrigeration units.
Bismarck Parks and Recreation District	BPRD is seeking CDBG funds to assist with costs associated with the installation of ADA accessible raised garden beds at their Tatley Eagles Park location (602 Airport Road) including walkways and patio, 8 wheelchair accessible garden beds, 8 traditional raised beds, 1 picnic table, 8 water spigots and 1 curb cut. This would be a fully accessible community garden and the only raised garden beds in Bismarck. The activity is eligible as it would be located in a Low- Moderate-Income Area (LMA) with connectivity directly from the attached parking lot. Other prior year activities implemented with the assistance of CDBG funds have included ADA and overall park improvements in 2023.
Community Action Program	CDBG funds have been requested by CAP to support ADA accessibility improvements to low- moderate-income single-family homes, as well as emergency repairs activities. This includes a variety of projects including the installation of wheelchair ramps, addressing architectural barriers and renovations to improve functionality and livability. These projects can serve as a means to keeping individuals in their homes by achieving full functionality of the property they own. CDBG funds for similar activities were implemented by CAP in 2024 and 2025. A small portion of remaining 2025 funds are being utilized in the spring of 2026.
Dacotah Foundation	Dacotah Foundation submitted two applications for 2026 funds for similar activities at two separate locations. Both requests are for roof repairs/partial replacements. Both properties operate as independent living facilities for individuals experiencing mental health and/or substance use disorders. These facilities allow individuals to secure safe and affordable housing while working to achieve and maintain independent living and recovery. Dacotah Foundation most recently administered CDBG funds at their Gerridee's Place location for the conversion of shared space and commons area into four additional living units in 2024, as well as flooring replacements at Dakota Recovery Center in 2020.
Ministry on the Margins	Ministry on the Margins has submitted an application for CDBG funds to assist with various improvements at their Kay's Place affordable housing property. Needed items have been prioritized as: 1. Hallways painted and ceiling tiles replaced (\$20,000); 2. Parking lot repairs (\$73,000); 3. Individual unit improvements (\$50,000); 4. Building exterior landscape (\$45,000); and 5. Fence repairs (\$12,000). These activities would allow sustainability and full functionality of the 20-unit property. Ministry on the Margins most recently received CDBG funds to assist with the acquisition of this property in 2025, as well as funds for staff costs in 2024, and safety renovations to their overnight coffee shelter in 2025-2026.
Youthworks	Youthworks is requesting 2026 CDBG funds to assist with exterior improvements to their main location at 217 West Rosser Avenue, to include replacement of windows and siding. If full funding is not allocated, they have identified their first priority to be the window replacement (\$21,817) and siding to be the second priority (\$34,630). Youthworks last received CDBG funds from the 2023 program year for exterior decks and doors replacements. Prior year funds were also administered in 2024 to assist with concrete replacement. These activities have all been implemented at their main location.
Aid, Inc.	Aid, Inc. has requested \$30,000 to assist low- moderate-income households with past due rent, or new rent and security deposits, to keep or secure permanent housing. The agency also assists households with past due utility payment. Aid, Inc last received funding for these services in the 2024 and 2025 program years. This service would fall under the category of 'services'.
Missouri Slope Areawide United Way (MSAUW)	MSAUW requests \$65,000 to support day service operations at their emergency shelter at 1140 South 12th Street. These funds would also fall under the category of 'services' and could support staff payroll and general operating expenses. MSAUW received CDBG-CV (CARES Act) funds in 2023 and 2024.
USpireND	UspireND has requested \$15,000 from 2026 CDBG to support payroll costs associated with their Healthy Families program. This program allows staff to perform social work related activities in homes of low- moderate-income households and promotes overall family wellness where there may be a history of domestic violence, poor mental health, substance abuse issues or other household wellness concerns. Fully funding the amount requested would support approximately 3 months of staffing, and this activity would also fall under the 'services' category.

City of Bismarck CDBG Subrecipient Scoring Guide

Agency

Program Year

Project Description

Amount Requested

SAMPLE FORM ONLY

	Criteria	Yes	No	N/A	Notes
1	Has the agency fully expensed any prior year CDBG allocations?				
2	Has the agency been timely with its utilization of funds in prior years (i.e. spending down within 1 year, not needing agreement extensions, etc.)				
3	Has the agency identified an ability to leverage the total amount of funds being requested?				
4	Does the activity benefit at least 51% LMI persons?				
5	Is the activity in a targeted low- moderate-income area (LMA)?				
6	Is the activity directly related to housing and/or preventing or ending homelessness?				
7	Does the activity meet any of the Consolidated Plan priority needs?				
8	Has the agency indicated adequate capacity in staffing to administer any funds allocated?				
9	Is the agency a previous recipient of CDBG/participant of the program?				
10	Has the agency been fully operational for a period of at least one fiscal year?				
11	Does the agency have a current Sam.gov registration certificate?				
	Total				

SAMPLE FORM ONLY