



# Historic Preservation Commission

**MEETING**  
**May 20, 2026**

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|                               |                                    |                |
|-------------------------------|------------------------------------|----------------|
| <b>Tom Baker Meeting Room</b> | <b>City-County Office Building</b> | <b>3:00 PM</b> |
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The City of Bismarck encourages citizens to provide their comments via email to [planning@bismarcknd.gov](mailto: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](mailto:planning@bismarcknd.gov) at least one business day before the meeting.

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, [DakotaMediaAccess.org](http://DakotaMediaAccess.org), ROKU, Apple TV and Fire TV.

## **AGENDA**

1. Call to Order
2. Historic Preservation Report
3. Approval of Meeting Minutes
4. [Public Comment](#)
5. 2024 Historic Preservation Fund Grant Update
6. 2025 Historic Preservation Fund Grant Update
7. 2026 Historic Preservation Fund Grant Application Update
8. Other Business

## **ADJOURN**

The next regular meeting date is scheduled for DATE, at TIME in the LOCATION.



2026 Bismarck Historic Preservation Commission - Historic Preservation Reviews

| Review Number | Date of HPC Review Completion | Review Group    | Review Type        | Requestor                              | Project Location          | Project Description                                                                                                  | SHPO Review                     | HPC Review                      |
|---------------|-------------------------------|-----------------|--------------------|----------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|
| HPC2026-001   | 2/13/2026                     | Chair and Staff | CDBG - Section 106 | Individual                             | 2500 Centennial Road #222 | Life-safety improvements including mold remediation and replacement of integral fixtures to include plumbing repairs | No Historic Properties Affected | No Historic Properties Affected |
| HPC2026-002   | 2/25/2026                     | Chair and Staff | CDBG - Section 106 | Abused Adult Resource Center           | 520 E Main Avenue         | ADA improvements and reconfigurations to a bathroom                                                                  | No Adverse Effect               | No Adverse Effect               |
| HPC2026-003   | 4/20/2026                     | Chair and Staff | EPA - Section 106  | City                                   | Citywide                  | Investigating residential water service line material types related to EPA and ND DEQ requirements                   | No Adverse Effect               | No Adverse Effect               |
| HPC2026-004   | 5/15/2026                     | Chair and Staff | CDBG - Section 106 | Bismarck Parks and Recreation District | 602 Airport Rd            | Installation of 8 raised garden beds and 8 ADA raised garden beds and supportive elements                            | No Historic Properties Affected | No Historic Properties Affected |
| HPC2026-005   | 5/15/2026                     | Chair and Staff | CDBG - Section 106 | Abused Adult Resource Center           | 520 E Main Avenue         | Replacement of air conditioning units and associated electrical work                                                 | No Adverse Effect               | No Adverse Effect               |

# **BISMARCK HISTORIC PRESERVATION COMMISSION**

## **MEETING MINUTES**

**April 15, 2026**

The Bismarck Historic Preservation Commission met on Wednesday, April 15, 2026, 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. Dakota Media Access was present to record the meeting and archive on freetv.org for public viewing. Chair Engel presided.

Commissioners present were Matt Hull, Beth Nodland, Kane Perrin, John Swanson, and Chair Engel. Amy Sakariassen arrived at 3:07 p.m. after roll call. Commissioner Zenker was absent.

Staff members present were Darcy Vaughan - Office Assistant, Lauren Oster – Planner, and Joshua Jyring – Assistant City Attorney.

### **PUBLIC COMMENT**

Chair Engel opened the public comment period. No public comments were made or submitted for the current agenda or prior to the April 15, 2026 agenda. Chair Engel closed the public comment period.

### **MINUTES**

Chair Engel called for consideration of the minutes of the March 18, 2026 meeting of the Historic Preservation Commission.

**MOTION:** A motion was made by Commissioner Swanson to approve the minutes of the March 18, 2026 meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Nodland with Commissioners Hull, Perrin, Swanson, Nodland and Chair Engel voting in favor of the motion, the motion was approved.

### **2024 HISTORIC PRESERVATION FUND GRANT UPDATE**

The consultant for the South Capitol Survey has submitted 162 site forms (111 new, 51 updated) to the State Historic Preservation Office for review. The commission discussed utilizing remaining grant funds for public outreach, specifically a consultant presentation and a summary text document. An initial cost of \$3000 was considered too high. The consultant provided a public outreach scope and fee proposal totaling \$2400, which covers presentation development and brochure production. The commission debated the cost breakdown between these two components.

An opportunity was presented for the commission to host a small booth at the Will-Moore Elementary open house on May 6 to share information about Bismarck's history, historic preservation, and the South Capitol Survey project. A short fact sheet for the project may be created for this, though the survey report is still in draft. There was discussion about the cost and change of scope.

**MOTION:** A motion was made by Commissioner Hull to allocate \$2,400 for consultant presentation, and the remaining for the baseball brochures. The motion was seconded by Commissioner Nodland with Commissioners Perrin, Hull, Swanson, Nodland, and Chair Engel voting in favor of the motion. The motion was approved. Commission Sakariassen abstained from the vote.

## **HISTORIC PRESERVATION AWARD**

There were two nominations for the Historic Preservation Award under the Historic Education and Awareness category. The first nomination was for Chris Anderson and his presentation on the History of the Bismarck Fire Department. The second nomination was for Stacy Sturm and her downtown haunted history tour. Chris Anderson was selected for the 2026 Historic Preservation Award. Staff will work to have the award presented at the next available City Commission meeting in May with acceptance by the nominee. An appreciation letter to the runner-up was requested by the Commissioners.

**MOTION:** A motion was made by Commissioner Hull to award Chris Anderson the Historic Preservation Award. The motion was seconded by Commissioner Swanson with Commissioners Perrin, Hull, Swanson, Nodland, Sakariassen, and Chair Engel voting in favor of the motion. The motion was approved.

## **HISTORIC PRESERVATION MONTH**

Staff recommended that the Historic Preservation Commission review and identify activities for Historic Preservation Month. Commissioner Swanson suggested having students from the Career Academy do line drawings or students from the art program at Bismarck High School. Commissioner Sakariassen mentioned that there might be a coloring page created by Friends of the Rail Bridge. Commissioner Hull was checking with the State Historic Preservation Office on partnering on the event. Commissioner Engel recommended adding Will-Moore open house flyers to the Historic Preservation Month. Commissioner Nodland questioned if the city has something in the upcoming parade on May 8. Staff will aim to have a proclamation presented at the April 28, 2026, City Commission meeting to begin the lead up to Historic Preservation Month activities in May.

## **ND250 COMMUNITY INITIATIVES GRANT**

In December 2025, the City of Bismarck applied for the ND250 Community Initiatives Grant to create an Art and Heritage Discovery Trail. The grant offers up to \$10,000 for projects which would occur in 2026 and be completed before the end of the year.

In January 2026, the city was notified that the project was selected for funding. The project will create a series of art and heritage discovery signs which will include QR codes that will link to virtual versions of local literary, visual, or performance arts. Each link will provide a narrative on the art form and will describe how it celebrates the past 250 years of North Dakota's people, places, innovations, and/or achievements contributing to the nation's story.

A selection committee including a representative from the Downtowners, Bismarck-Mandan Convention and Visitors Bureau, Bismarck Parks and Recreation District, and Dakota West Arts Council will be formed to review submissions and provide selections to the Bismarck City Commission. A representative from the Historic Preservation Commission was requested to join

this selection committee. Commissioner Swanson was nominated to be on the selection committee and he accepted.

### **DOWNTOWN DISTRICT SURVEY**

Consultants for the Downtown District Survey arrived April 14 to begin survey work, documenting properties and conducting research of resources at the library, archives, and city offices. The consultants leave April 18.

An open house is scheduled for April 16 from 5:30-6:30 p.m. at the Bismarck Veterans Memorial Public Library in Meeting Room B. Commissioners and members of the community are welcome to attend to meet and converse with the consultants. Public notice postcards were sent to property owners within the survey area. The Downtowners were also notified and have offered to share the information with their members.

### **OTHER BUSINESS**

Ms. Oster gave an overview of the 2026 Home Show last month. Commissioner Nodland suggested using items from the Home Show booth for the Will-Moore open house booth.

### **ADJOURNMENT**

There being no further business, Chair Engel declared the meeting of the Historic Preservation Commission adjourned at 3:52 p.m. to meet again on May 20, 2026, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully submitted,

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Darcy Vaughan  
Recording Secretary

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Damita Engel  
Chair



## MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2024 Historic Preservation Fund Grant Update

MEETING: May 20, 2026

Under this 2024 Historic Preservation Fund Grant, there are currently three open projects. The funds will be utilized, and the projects will be completed prior to the September 30, 2026, grant deadline. The current status and activities for the projects are identified below.

1. South Capitol Survey

The consultant, South Fork Historical Research, has finalized most of the report. City staff is finishing a couple maps to include with the draft report. This will be presented to the Historic Preservation Commission prior to next month's meeting. A revised scope of work and contract amendment is being reviewed by the city and consultant for the additional work for the presentation and public summary document as requested by the Historic Preservation Commission at its April 2026 meeting. A flyer for the presentation is attached for reference.

2. Local History Education Resource Kits

Many of the objects associated with the two education kits have been acquired. Staff is finalizing the remainder of the associated worksheets for them. Subcommittee members are finalizing the teacher resource documents, table of contents, and other associated materials.

3. Baseball History Brochure

Commissioner Nodland is finalizing text for the brochures and has identified several potential photos to use for the brochures. Staff and Commissioner Nodland will plan to meet with the printers to finalize the brochure layout within the next month. A draft of the brochure will be presented to the Historic Preservation Commission for review within the next month or so.

### Staff Recommended Action

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

### Attachments:

1. South Capitol Survey flyer

# South Capitol Neighborhood Architectural Survey

The South Capitol neighborhood in central Bismarck is among the City's oldest residential areas. Spanning the area between the city's downtown commercial core and the site of the state capitol grounds, it reflects key aspects of urban life. Anchors of daily life in the neighborhood once included the Capitol Trolley, which ran along 4th Street, and a long-forgotten former grocery store on E Ave D. Today, places like schools and churches continue to reflect the daily life of residents past and present.

The City of Bismarck Historic Preservation Commission and South Fork Historical Research conducted an architectural survey of properties between N 4th St and N 6th St and E Boulevard Ave and E Ave A. The purpose of this survey was to document properties older than 50 years in age and determine whether the area has potential to become a National Register district.

## Find out More:



The public is invited to an informational meeting about the project, including a historical program:

**Wednesday, August 12th at 6:30PM**  
**Bismarck Veterans Memorial Public**  
**Library, Meeting Room A**



## At A Glance:

**182 PROPERTIES  
DOCUMENTED**

141 of the 182 sites retain sufficient integrity to convey a sense of their historic character.



**67% BUILT 1898-1930**

A majority of the properties encountered, were built within the "Growing Capital City" Era of Bismarck's history (1898-1930).



## VAREITY OF ARCHITECTURAL STYLES

25 different architectural styles are represented. The most common include Craftsman Bungalows, Gable Fronts, and American Foursquares.

## HISTORIC DISTRICT POTENTIAL

Results show that this area is eligible for Historic District designation. By law, listing a property in the National Register requires landowner permission and places no restrictions on what you may do with your property. Rather, listing provides access to technical assistance and grants for preservation.





## MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2025 Historic Preservation Fund Grant Update

MEETING: May 20, 2026

The Historic Preservation Plan subcommittee is finalizing the draft document. Staff expect to bring this to the Historic Preservation Commission for its review at its next meeting in June. The document is expected to be available digitally on the city's website. However, printed copies will be provided to members of this commission to assist with its role and responsibilities.

If approved by the Historic Preservation Commission, staff and the Historic Preservation Commission Chair will bring the Historic Preservation Plan to the City Commission for final adoption.

This grant project includes limited funding to create, print, and potentially send postcards to cultural resource professionals and other potential users. The postcards will include a QR code linking to the online Historic Preservation Plan.

### **Staff Recommended Action**

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

## 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 Update

MEETING: May 20, 2026

The City of Bismarck was awarded a 2026 Certified Local Government award of \$37,800. The award funding was for the following projects.

1. Administration
2. Historic Context Study – Downtown
3. Historic District Plaques
4. Historic Building Maintenance Brochures

Funding was not provided for the National Register of Historic Places coloring book with this grant.

|                                         | Grant Funds | Local Match | Total    |
|-----------------------------------------|-------------|-------------|----------|
| Administration                          | \$0         | \$15,082    | \$15,082 |
| Historic Context Study - Downtown       | \$27,500    | \$7,689     | \$35,189 |
| Historic District Plaques               | \$8,800     | \$2,694     | \$11,494 |
| Historic Building Maintenance Brochures | \$1,500     | \$3,080     | \$4,580  |
| NRHP Coloring Book                      | \$0         | \$0         | \$0      |
|                                         | \$37,800    | \$28,545    | \$66,345 |

The State Historical Society of North Dakota (SHSND) will send out the contract for the grant in the next couple of weeks. Staff will have this approved through the normal approval process. Work on the projects will not be able to begin until there is a signed contract between the city and the SHSND for this.

### Staff Recommended Action

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

### Attachments:

1. Grant Award Letter
2. 2026 HPF Grant Application - Projects



April 14, 2026

Lauren Oster  
CLG Coordinator  
221 North 5<sup>th</sup> Stret  
Bismarck, ND 58506

Dear Ms. Oster,

Congratulations! The North Dakota Historic Preservation Office, a program of the State Historical Society of North Dakota is pleased to announce a grant of \$37,800 to the Bismarck Certified Local Government program (CLG). This grant is funded by the U.S. National Park Service and reallocated by the State Historical Society in response to an application submitted by the Bismarck Historic Preservation Commission.

The funds are granted to support the following requested projects:

|                                         | Grant<br>Funds  | Local<br>Match  | Total           |
|-----------------------------------------|-----------------|-----------------|-----------------|
| Administration                          | \$0             | \$15,082        | \$9,121         |
| Historic Context Study - Downtown       | \$27,500        | \$7,689         | \$35,189        |
| Historic District Plaques               | \$8,800         | \$2,694         | \$11,494        |
| Historic Building Maintenance Brochures | \$1,500         | \$3,080         | \$0             |
| NRHP Coloring Book                      | \$0             | \$0             | \$0             |
|                                         | <b>\$37,800</b> | <b>\$28,545</b> | <b>\$55,804</b> |

Please note, projects expenses, other than administrative expenses, may not be incurred until this grant is certified by a signed contract between the City of Bismarck and the North Dakota State Historic Preservation Office.

If you have questions about this grant, please contact Amy Munson, Grants & Contracts Officer, 701-358-3573 or [amunson@nd.gov](mailto:amunson@nd.gov).

Sincerely,

Dr. William D. Peterson  
Director, State Historical Society of ND

Cc: Michael Schmitz, Mayor, City of Bismarck  
Damita Engel, Chair, Bismarck HPC

| 2026 HPF Grant Application Comprehensive Budget |      |                           |                 |                                 |                 |
|-------------------------------------------------|------|---------------------------|-----------------|---------------------------------|-----------------|
| <b>Project 1:</b>                               |      |                           |                 |                                 |                 |
| Administrative Budget                           | Qty  | Each                      | HPF Request     | Match Amount<br>(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         |
|                                                 |      | <b>Total:</b>             | <b>\$0</b>      | <b>\$15,082</b>                 | <b>\$15,082</b> |
| <b>Project 2:</b>                               |      |                           |                 |                                 |                 |
| Downtown Historic District Context Statement    | Qty  | Each                      | HPF Request     | Match Amount<br>(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         |
|                                                 |      | <b>Total:</b>             | <b>\$27,500</b> | <b>\$7,689</b>                  | <b>\$35,189</b> |
| <b>Project 3:</b>                               |      |                           |                 |                                 |                 |
| Historic District Plaques                       | Qty  | Each                      | HPF Request     | Match Amount<br>(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         |
|                                                 |      | <b>Total:</b>             | <b>\$8,800</b>  | <b>\$2,694</b>                  | <b>\$11,494</b> |
| <b>Project 4:</b>                               |      |                           |                 |                                 |                 |
| Historic Building Maintenance Brochures         | Qty  | Each                      | HPF Request     | Match Amount<br>(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         |
|                                                 |      | <b>Total:</b>             | <b>\$1,500</b>  | <b>\$3,080</b>                  | <b>\$4,580</b>  |
| <b>Project 5:</b>                               |      |                           |                 |                                 |                 |
| NRHP Coloring Books                             | Qty  | Each                      | HPF Request     | Match Amount<br>(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         |
|                                                 |      | <b>Total:</b>             | <b>\$8,600</b>  | <b>\$2,610</b>                  | <b>\$11,210</b> |
| <b>BUDGET SUMMARY</b>                           |      |                           |                 |                                 |                 |
|                                                 |      | <b>FEDERAL FUNDS</b>      |                 | <b>\$46,400</b>                 |                 |
|                                                 |      | <b>MATCHING SHARE</b>     |                 | <b>\$31,155</b>                 |                 |
|                                                 |      | <b>TOTAL PROJECT COST</b> |                 | <b>\$77,555</b>                 |                 |

## 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**

|                           | <b>MATCH</b>    | <b>HPF FUNDS</b> | <b>TOTAL</b>    |
|---------------------------|-----------------|------------------|-----------------|
| 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         |
| <b>TOTAL</b>              | <b>\$15,082</b> | <b>\$0</b>       | <b>\$15,082</b> |

## **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.

## 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 the 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 2027- April 2028    |
| Draft Context Statement to HPC (Round 1).....             | May 10, 2028              |
| Draft Context Statement to SHPO (Round 1) .....           | May 24, 2028              |
| Draft Context Statement to HPC (Round 2).....             | June 14, 2028             |
| Final Context Statement to SHPO (Round 2) .....           | July 31, 2028             |
| Project Closeout.....                                     | September 1, 2028         |

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       |
| Receive SHPO/NPS Approval of Designs ..... | February - May 2027         |
| Order Plaques .....                        | May 2027                    |
| Receive/Install Plaques .....              | June – August 2027          |
| Project Closeout .....                     | August 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<br>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        |
|                                        |                |                |                |
| <b>TOTAL</b>                           | <b>\$1,500</b> | <b>\$3,080</b> | <b>\$4,580</b> |

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 hours X \$30 per hour X 2 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 per hour X 40 hours = \$1,880