

BISMARCK HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

March 18, 2026

The Bismarck Historic Preservation Commission met on Wednesday, March 18, 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 and via Zoom. Dakota Media Access was present to record the meeting and archive on freetv.org for public viewing. Vice Chair Nodland presided.

Commissioners present were Damita Engel (via zoom), Matt Hull, Beth Nodland, Kane Perrin, Amy Sakariassen, John Swanson, and Greg Zenker.

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

PUBLIC COMMENT

Vice Chair Nodland opened the public comment period. No public comments were made or submitted for the current agenda or prior to the March 18, 2026 agenda. Vice Chair Nodland closed the public comment period.

MINUTES

Vice Chair Nodland called for consideration of the minutes of the January 21, 2026 meeting of the Historic Preservation Commission. There was no February meeting held.

MOTION: A motion was made by Commissioner Hull to approve the minutes of the January 21, 2026 meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Sakariassen and with Commissioners Engel, Hull, Perrin, Sakariassen, Swanson, Zenker, and Vice Chair Nodland voting in favor of the motion, the motion was approved.

2024 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster updated the Commissioners on the South Capitol Survey and stated that Commissioners previously reviewed North Dakota Cultural Resource Survey site forms for the first 20 properties within this survey area in August 2025. Ms. Oster stated the consultant has recently submitted over 100 additional site forms for the Commission to review and that the remaining site forms will be submitted to this Commission by end of March, per the contract.

Ms. Oster provided an update on the cost of the Baseball History Brochure Project. The cost for 4,000 brochures was just under \$1,900 which included layout assistance, and she stated that there is approximately \$3,000 left under this grant to be spent before the end of September 2026. She suggested that funds could be used to finalize some of the items for the Local History Education Kits. Ms. Oster suggested the consultant for the South Capitol Survey could provide an end-of-project presentation to the community. There was a consensus that \$3,000 was too high potentially for a public presentation. Other suggestions included creating a draft text for a public document, like other historic district brochures, using information from the project reports.

Commissioner Hull suggested that the contractor could work with Kalen Ost, Communications Strategist, to beef up the social media post. The Commissioners discussed the idea to create a public document or brochure now rather than waiting until the district is officially designated. Commissioner Norland suggested paying for the draft of the public presentation and text. Commissioner Sakariassen referenced the Highland Acres project where advance materials helped build a walking tour map. The possibility of using funds for Preservation Month was considered, but specific plans were not yet set. Commissioner Swanson advocated for tabling this discussion until later in the meeting (agenda item 4C).

MOTION: A motion was made by Commissioner Swanson to table the discussion about using the remaining 2024 Historic Preservation Fund Grant until agenda item 4C. The motion was seconded by Commissioner Hull and with Commissioners Engel, Hull, Perrin, Sakariassen, Swanson, Zenker and Vice Chair Nodland voting in favor of the motion, the motion was approved.

2025 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster stated a Class III Intensive Survey of the downtown area, including the current Downtown Historic District and the surrounding area, was described as a project under this grant. She mentioned that work on this project is expected to begin in March 2026, and a Request for Proposals (RFP) was issued.

Ms. Oster updated Commissioners on the Downtown District Survey and stated the city has a signed contract with Gray & Pape to conduct the Class III architectural survey for the project. As part of the contract, their date to begin work is Wednesday, March 25th. Staff will compile information and send to Gray & Pape. Staff will also work on a public notice postcard for property owners, so they are aware of happenings in their area. A link to a questionnaire will be included which can be attached to the site forms for those areas. Consultants plan to begin property surveys mid-April.

Ms. Oster stated that part of the contract includes hosting an initial public meeting with the consultants. There was discussion about when and where to have the public meeting. Ms. Oster stated that, per the contract, there is only one public meeting with the contractors and additional meetings could be hosted if any commissioners or staff would like to run the meeting. Commissioners recommended holding the meeting at the library in the evening.

HISTORIC PRESERVATION MONTH

In finding new ways to celebrate Historic Preservation Month, Commissioners reviewed last year's activities and discussed ideas such as business window displays, using artifacts to promote Founders Day, promoting events through social media, coloring page ideas, hosting a movie night, how-to workshops, partnerships with City Departments for a special Historic Preservation Month item potentially involving a scavenger hunt, and highlighting the Talking Trails resource during Historic Preservation Month. A decision was made to move forward by identifying potential activities and solidifying plans for the next meeting. Vice Chair Nodland stated the commission will revisit the use of excess grant money next month. Vice Chair Nodland asked members to come to the next meeting with alternatives for events and projects. There was a consensus to create lists of events and get information to schools.

Commissioners asked staff to work with the contractor for a summary of presentation costs for a potential change order for approval at the April meeting.

OTHER BUSINESS

Ms. Oster updated Commissioners on historic preservation digital resources available including the Talking Trail resource and digital versions of online walking tour brochures. Staff contacted the Talking Trail provider in early 2026 and were offered a free year to increase views, as part of a new marketing and display strategy. Commissioner Zenker suggested integrating the Talking Trail resource into Historic Preservation Month promotions to ensure the resource is not underutilized.

2026 HOME SHOW

Ms. Oster stated the Historic Preservation Commission will host a booth at the Home Show to be held Friday and Saturday of the current week. Brochures, a Land Development Code draft copy, flyers, and HPC banners will be available to the public. Photos taken will be used for promoting Historic Preservation Month. Staff will include information about these resources on the City of Bismarck website and potentially via a QR code flyer. Commissioner Sakariassen described the large photo of Avenue B between Mandan Street and Washington Street, circa 1916, showcasing historical context and renovation examples and said she has taken comparison photos to accompany it.

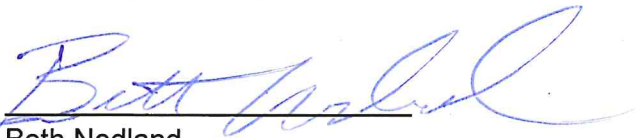
ADJOURNMENT

There being no further business, Vice Chair Nodland declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:55 p.m. to meet again on April 22, 2026, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully submitted,



Darcy Vaughan
Recording Secretary



Beth Nodland
Vice Chair