



Community Development Advisory Committee

MEETING
July 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.

AGENDA

- A. Approval of Meeting Minutes
- B. [Public Comment](#)
- C. Regular Agenda
 - 1. Discussion on the CDAC acting as the subrecipient selection committee for a pilot transit voucher program, as recommended by the Board of City Commissioners
- D. Other Business

ADJOURN

The next regular meeting date is scheduled for October 28, 2026, at 1:00 p.m. in the David Blackstead Conference Room, City-County Office Building.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

MEETING MINUTES

April 22, 2026

The Bismarck Community Development Advisory Committee (CDAC) met on Wednesday, April 22, 2026, at 1:00 p.m. in the David Blackstead Meeting Room in the City-County Office Building, 221 North 5th Street. The meeting was held in person and via Teams. The meeting was recorded on Teams. Chair Herzog presiding.

Committee members present were Tricia Brown, Lane Hoffer, Joel Kostelecky, Holly Triska-Dally, Joan Trygg, Karen Wolfer, Doug Wiles, Daniel Nairn, Thomasine Iron (Teams), Kim Ohnell (Teams), Renae Moch (Teams), and Chair Kate Herzog. Committee member Eric Lund was absent.

Staff members present were Darcy Vaughan – Office Assistant, Hilary Balzum – Planner.

MINUTES

Chair Herzog called for consideration of the minutes of the January 28, 2026 meeting of the CDAC.

MOTION: A motion was made by Joel Kostelecky and seconded by Joan Trygg to approve the minutes of the January 28, 2026 meeting of CDAC. The motion passed unanimously by voice vote with members Brown, Hoffer, Iron, Triska-Dally, Wolfer, Nairn, Wiles, Ohnell, Moch, Kostelecky, Trygg, and Chair Herzog voting in favor.

PUBLIC COMMENT

Chair Herzog opened the public comment period. No public comments were made or submitted for the current agenda or prior January 28, 2026 meeting. Chair Herzog closed the public comment period.

REVIEW AND ADOPTION OF BYLAWS

Chair Herzog called for review and adoption of the bylaws presented at the January 28, 2026 meeting of CDAC. There was no discussion or questions.

MOTION: A motion was made by Joan Trygg and seconded by Lane Hoffer to adopt the CDAC bylaws as presented. The motion passed unanimously by voice vote with members Brown, Kostelecky, Iron, Triska-Dally, Wolfer, Nairn, Wiles, Ohnell, Moch, Trygg, Hoffer, and Chair Herzog voting in favor.

2026 CDBG SUBRECIPIENT SELECTIONS

Hilary reviewed the breakdown of the funds granted:
\$405,839.00 – Total

\$ 81,167.80 – deduct 20% max for administration

\$324,671.20 – allowed for all activities

\$275,970.52 – allowed for Capital Improvements

\$48,700.68 – allowed for Public Service (max 15% of total after Admin deduction)

The CDAC reviewed requests for funds and selections of the 2026 CDBG subrecipients.

Capital Investment applications approved:

1. Abused Adult Resource Center \$60,000 – AC repair and update
2. Bismarck Parks and Recreation District \$20,413.25 – Tatley Eagles Park ADA community garden
3. Community Action Program \$30,000 – Single family housing improvements
4. Dacotah Foundation \$37,500 – Roof repairs/replacement
5. Ministry on the Margins \$75,310.95 - \$50,000 towards unit improvements. The remaining \$25,310.95 is used as they see fit but within request.
6. Youthworks \$56,447 – Exterior windows and siding replacements

Total awarded for Capital Investment is \$279,671.20.

Public Service applications approved:

1. Aid, Inc. \$30,000 – housing rental and utility assistance
2. UspireND - \$15,000 – Healthy Families Program Support

Total award for Public Service is \$45,000.

\$3700.68 of the Public Service funds allowed were transferred to Capital Improvement funds.

Applications not funded at this time:

1. Missouri Slopes Areawide United Way \$65,000 – Operations/Intake Coordinator Position
2. Burleigh County Council on Aging (dba AgeWell Center) \$77,640 – Boiler Replacement

Committee members Iron (2:14pm), Triska-Dally (2:41pm), Trygg (2:49pm) left the meeting prior to voting.

MOTION: A motion was made by Joel Kostelecky and seconded by Karen Wolfer to approve the requests as stated above for the Abused Adult Resource Center, Community Action Program, Ministry on the Margins, Youthworks, Aid Inc., and UspireND. The motion passed unanimously by voice vote with members Brown, Hoffer, Nairn, Wiles, Ohnell, Moch, Kostelecky, Wolfer, and Chair Herzog voting in favor.

MOTION: A motion was made by Joel Kostelecky and seconded by Karen Wolfer to approve the request for Bismarck Parks and Recreation District for \$20,413.25. The motion passed unanimously by voice vote with members Brown, Hoffer, Nairn, Wiles, Ohnell, Kostelecky, Wolfer, and Moch voting in favor. Chair Herzog recused herself from the vote.

MOTION: A motion was made by Joel Kostelecky and seconded by Karen Wolfer to approve the request for Dacotah Foundation for \$37,500. The motion passed unanimously by voice vote with members Brown, Hoffer, Nairn, Wiles, Ohnell,

Kostelecky, Wolfer, and Chair Herzog voting in favor. Renae Moch recused herself from the vote.

Hilary Balzum will notify the successful and unsuccessful applicants of how much they are receiving and the next steps. Hilary will build the activities into the Annual Action Plan for submittal to HUD by June 3, 2026, the required deadline.

OTHER BUSINESS

Chair Herzog called for other business and there was none.

ADJOURNMENT

There being no further business, Chair Herzog declared the meeting of the Community Development Advisory Committee adjourned at 2:55 p.m. to meet again on July 22, 2026 at 1:00 p.m. in the David Blackstead Meeting Room.

MOTION: A motion was made by Tricia Brown and seconded by Lane Hoffer to adjourn the meeting. The motion passed unanimously by voice vote with members Kostelecky, Wolfer, Nairn, Wiles, Ohnell, Moch, Brown, Hoffer, and Chair Herzog voting in favor.

Respectfully submitted,

Darcy Vaughan
Recording Secretary

Kate Herzog
Chair



DATE: July 15, 2026

FROM: Daniel Nairn, AICP, Planning Director

REQUEST:

Hold discussion and accept the Community Development Advisory Committee (CDAC) acting as a selection committee for a pilot public transit voucher program.

BACKGROUND INFORMATION:

The Bismarck Board of City Commissioners, at their June 9, 2026, meeting, considered a proposal from the Bis-Man Transit Board, for a pilot public transit voucher program. \$5,000 of sales tax funding would be used by the City of Bismarck to purchase fixed-route bus passes, which would then be allocated to agencies through an application process. While Bis-Man Transit would facilitate the distribution of the passes, to avoid a conflict of interest it was suggested the CDAC be appointed to select the successful applicants.

A sample application for agencies to submit for consideration is attached. Applications will be accepted through August and reviewed for selection at a future CDAC meeting.

RECOMMENDED ACTION:

Discuss the program details and accept the recommendation of the City Commission for the CDAC to act as the selection committee for the pilot public transit voucher program.

STAFF CONTACT INFORMATION:

Daniel Nairn, AICP | Planning Director | 355-1854 | dnairn@bismarcknd.gov

Hilary Balzum | Planner/CDBG Program Administrator | 355-1847 | hbalum@bismarcknd.gov

City of Bismarck Bus Voucher Application

The purpose of this program is to offer free one-ride or one-day passes on the Capital Area Transit (CAT) buses to meet the needs of persons with a disability, elderly, and/or socio-economically challenged residents. Applications from service providers will be collected and reviewed by the City's Community Development Advisory Committee (CDAC) for selection to receive vouchers. If selected, recipients will submit voucher requests monthly to Bis-Man Transit and will be responsible for tracking and reporting on vouchers distributed. The program has been funded for one year, unless extended by City Commission.

Review Criteria:

- Demonstrated service to persons with a disability, elderly, and/or socio-economically challenged residents.
- Operational capacity to support distribution and documentation of vouchers.
- Geographic focus on meeting needs of Bismarck residents (trips will not be restricted to Bismarck).
- Past performance in operation of transit vouchers (if repeated annually).

Applicant Information

Organization Legal Name:	
Employer Identification Number (EIN):	
Organization Address:	

Authorized Representative

Program Contact (Leave blank if same)

Name:		
Title:		
Email Address:		
Phone:		

Type of Organization (Check all that apply)

- ☐ Hold current 501(c)(3) Tax Status
- ☐ Community Service Organization
- ☐ Faith-based Organization
- ☐ Public Social Service Agency
- ☐ Government Agency
- ☐ For-Profit Business
- ☐ Other (specify): _____

Population Served: (Check all that apply)

- ☐ Socio-economically challenged residents
- ☐ People with disabilities
- ☐ Elderly
- ☐ Other (specify): _____

Application Questions

- 1) Describe the mission of your organization and any specific services targeting low-income people, people with disabilities, and/or the elderly.

- 2) Describe the current transportation needs of your clients, what transportation services your organization currently provides, and any funding that supports it.

- 3) If your agency is approved, please identify how the awarded passes will be utilized to address existing gaps in available transportation needs for your clients within your own organization.

- 4) Passes cost between \$1.50 (75¢ reduced) and \$6.00 each. Please describe how your agency will safeguard against theft, loss, and misuse of passes.

- 5) Describe the methodology for distributing passes as well as ensuring all recipients meet the program eligibility requirements.

Certification

By signing this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. If approved, all distributed passes must be tracked in the provided "Pass Tracker" spreadsheet. Failure to provide complete and accurate tracking of pass usage will result in termination of the agency's eligibility for the program.

Signature of Authorized Representative

Date

Printed Name

Title

Please send completed applications to planning@bismarcknd.gov prior to the deadline of **August 31, 2026** for consideration in this program.

The City of Bismarck reserves the right to terminate agency eligibility at any time.