



# Bis-Man Transit Regular Board Meeting Minutes

May 26, 2022, 11:30AM

Via Zoom & In-person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending:	Lynn Wolf, President	Helen Baumgartner
	Glenn Lauinger	Royce Schultze
	Karel Sovak	Andrew Stromme
Not Attending:	Lacey Long	DeNae Kautzmann
	Steve Heydt	Commissioner Rohr
	Commissioner Guy	
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	Craig Thomas
	Danae Thiery	
Guests	Susan Dingle	Mike Connelly
	Colin Wetzsteon	Jacey Enget
	Renae Wetzsteon	Vicki Laraway

Meeting was called to order at 11:30 A.M.

**Approval of Agenda:** Karel moved to approve the agenda. Helen seconded the motion. Motion carried unanimously.

**Consent Agenda:** Glenn moved to approve the consent agenda. Karel seconded the motion. Motion carried unanimously.

**Public Comment:** N/A

**Youth Empowering Social Status Presentation:** Deidre introduced the YESS Group. The YESS Group presented a PowerPoint presentation on who they are and what they do in the community. The members encouraged everyone to spread the word and to refer new members to the group.

### Unfinished Business

- 1. Service Hours/Holiday Hour Update:** Deidre updated the Board that Transit renewed our contract with the City of Bismarck at the beginning of the year and during that process the City Attorney felt that Transit did not follow a correct procedure for establishing additional service hours, which are hours that paratransit operates outside of the ADA requirements. A Public Hearing and other conversations will be held to gather information to determine these additional service hours. The Holiday Hours for Memorial Day and the 4<sup>th</sup> of July have been set and are posted on Transit's website. The additional service hours and holiday hours should be determined and come to an agreement prior to Labor Day. The Public Hearing for additional service hours will be held via Zoom and in-person at the Transit building on June 1<sup>st</sup>, at 3:00 P.M.
- 2. Committee Restructuring:** Lynn asked the current chairs of the Finance, Administrative, & CTIC Committees if they would be interested in continuing to serve. All current chairs agreed to continue serving that were present at the meeting. Deidre will follow-up with those who were not in attendance. Lynn asked if Andrew would be interested in serving on the CTIC in his place. Andrew agreed to serve on CTIC. Lynn asked for a motion for the Holiday Hours Committee to have authority to review of all Service Hours for paratransit and fixed route. Helen moved to approve to the authority of Holiday Hours Committee reviewing all Service Hours for paratransit and fixed route. Glenn seconded the motion. Karel questioned that there was an Ad Hoc Committee created for the Holiday Hours and all Service Hours are being added to that and should there be two separate committees or should Service Hours be determined by the full Board? Discussion was had about why the Holiday Hours Committee was formed and how service hours have been determined with public input and Board approval throughout the last several years. Helen removed her motion approve to the authority of Holiday Hours Committee reviewing all Service



Hours for paratransit and fixed route. Glenn removed his second to the motion. The Board will table the topic until the next Regular Board Meeting.

- 3. LPL Financial Investment Discussion:** Deidre discussed that approximately \$43,000 was moved last year from Xenia stock to a low-yield savings account with LPL Financial Investment account. An email from LPL investment advisor, Mike Daffinrud, was included in the packet for review with other options that Transit has that might yield a greater return than the current savings account. This is a topic that can be decided upon in the future after further review of other investment options.
- 4. City of Bismarck Memorandum of Understanding – Emergency Service:** Deidre explained that she has been working with Gary Stockert at the City of Bismarck on updating the former “Mutual Aid Agreement” which outlined if in a state of emergency, if the City of Bismarck needed to use our services that we would provide those services at a fixed rate. After speaking to the City Attorney, it was recommended to do a Memorandum of Understanding outlining the provided services and rate of service.

## New Business

- 1. 2021 Audit Acceptance:** Deidre presented to the Board that it’s Transit’s second year with no audit findings. Glenn moved to approve the 2021 Audit. Karel seconded the motion. Motion carried unanimously.

## Executive Director Report

- 1. Advertising Update:** Deidre updated the Board that we are at \$58,000 YTD of our \$80,000 annual advertising goal. Staff is hoping to sell advertisement on a bus shelter in Mandan after not knowing if Transit would be able to advertise on shelters or not. There is also another wrap for BSC being installed on a CAT bus. Advertisement sales have been very positive and successful.
- 2. Bench Update:** Deidre updated the Board that four locations for benches in Mandan have been finalized and approved, as well as four additional bench locations in Bismarck. These are funded by the Urban Grant, as well as solar lighting in existing shelters. Deidre will be working with the NDDOT to complete these projects.

**Operations Report:** Danae updated the Board that Eddie Cranford, National Express Regional VP, visited the facility week. The visit went well and he said he was impressed with staff and the facility. National Express is continuing the efforts for Community Outreach by collecting almost \$600 for a local non-profit and are looking for new ideas for the future. Danae explained that



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drivers may be running into slower routes and possible detours due to summer road construction.

**Other Business:** N/A

Karel moved to adjourn the meeting. Helen seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:34 P.M.



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