



Bis-Man Transit August Regular Board Meeting Minutes

September 1, 2022, 1:00 PM

Via Zoom and In-Person at 3750 E Rosser Ave. Bismarck, ND 58501

Attending: Lynn Wolf, President DeNae Kautzmann, Secretary/Treasurer
Lacey Long, Vice President Steve Heydt
Glenn Lauinger Helen Baumgartner
Royce Schultze Andrew Stromme
Commissioner Rohr Commissioner Splonkowski

Not Attending: Karel Sovak

Staff: Deidre Hughes Mike Mundahl
Taylor Kitzan Craig Thomas
Danae Thiery Thomas Reisenauer

Guests: Susan Dingle Trevor Vannett
Mike Connelly Jeannie
Randee Sailer Bill Stroh
Rachel Drewlow Carol Cristilli
Josh Asvig

Meeting was called to order at 1:00 P.M.

Approval of Agenda: Steve moved to approve the agenda as presented. Andrew seconded the motion. Motion carried unanimously.

Consent Agenda: DeNae moved to approve the Consent Agenda. Lacey seconded the motion. Motion carried unanimously.

Public Comment: Susan Dingle commented that no one at the Public Meeting held by DCIL was in favor of either the voted on 10AM-2PM or the proposed 10AM-4PM with opening up to the public as well. Susan also commented that the attendees at that meeting that holidays are unique and that times to be there could vary, so that they prefer the holiday hours to reflect that, and that Memorial Day & Labor Day are less family-oriented holidays and to reduce hours on those holidays or get rid of them altogether. Susan herself commented that after looking at the number of rides taken on past holidays that it has stayed consistent throughout and recommended that Transit reach out to the riders that are using paratransit on holidays and ask what they do or don't like about the service and what they are using it for. DeNae commented that riders themselves that use paratransit on holidays have had the opportunity to come to the Board or submit comments through the website and we have not heard from them.

Trevor Vannett commented that he agreed with Susan that he is not in support of the voted holiday hours and the proposed holiday hours options, and that 10 AM to 6PM would be better. He also commented that the hours are not about business, that they are about people, and he speaks for the ARC of ND and other paratransit riders that were not able to attend the meeting.

Randee Sailer commented that she would be in support with the 10AM-6PM or so because there are individuals who are wheelchair-bound that have no other way of getting around as well as those in nursing homes, so holidays like Christmas is the only time they are able to get out.

Unfinished Business

- 1. Bus Hoist Recommendation Approval:** Deidre discussed the advertisement for mobile bus hoist. 5 bids total, with 3 being deemed responsive. The winning bid has been given to LiftNow at a total cost of \$43,744. If approved, this bid would be purchased from a 5339 grant with a local match amount of \$8,748. Staff recommends approval of the LiftNow bid and the decommission and disposal of the existing hoist as it has exceeded its useful life. Andrew asked if it was budgeted for to remove existing bus hoist. Deidre answered that she there wouldn't be any cost to dispose of the hoist, and that a local company did show interest in purchasing it. DeNae moved to award the purchase of the new bus hoist to LiftNow. Royce seconded the motion. Motion carried unanimously. Lynn also commented that we would need a motion to decommission and dispose of the existing



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bus hoist. Andrew moved to approve the decommission and removal of the existing bus hoist. Glenn seconded the motion. Motion carried unanimously.

- Holiday Hours:** Deidre explained that she provided all the comments received from Special Meeting proposal of the 10AM-4PM with opening up to the general public. After that Special Meeting, public comments were accepted through the website and DCIL held its own meeting about the topic. Deidre explained that regardless what action the Board takes today, that Transit will have to operate under the 2021 Holiday Hours until the City of Bismarck approves the contract amendment that covers holiday hours. DeNae commented that the alternative that was voted on at the Special Meeting was not accepted and little feedback was given, so that the original motion of 10AM to 4PM motion would stand. Glenn asked DeNae if the Board would be able to table this item until there was a contract amendment with the City of Bismarck. DeNae answered that the Board already acted on this item. Steve asked if Deidre or the other Board members had a recommendation to move forward. Deidre answered that the recommendation would be to operate from 10AM-4PM for all six holidays, no matter which day of the week, and open up to the general public on a first come first served basis with the condition that it would not take effect until the City of Bismarck approves it as a contract amendment. Steve moved to approve Deidre's recommendation as stated. Andrew seconded the motion. DeNae asked if Steve wanted to include in his motion to rescind the previous 10AM – 2PM holiday hours motion. Steve answered that since Andrew already seconded his motion, that it can be a separate motion. Royce commented that the hours should be extended past 4PM to get the peak-time riders, and to take away hours from Labor Day and Memorial Day to do so. Glenn commented that the rides on the holidays could be limited because of the first come first serve basis, so capacity on the buses might be more than previous holidays. Motion carried unanimously. Steve moved to rescind the previous holiday hours motion of 10AM to 2PM. Lacey seconded the motion. Motion carried unanimously.

New Business

- Budget Amendments:** Deidre explained that there was a \$50,000 surplus in Fixed Route Parts line item and wanted to make a budget amendment to cover local match on IT Room Cleanup, Flatbed Trailer, Bus Hoist projects. The Budget Amendment recommendation is to move \$22,500 from Fixed Route Parts line item to Computer Hardware (\$5,000) line item and Shop Equipment (\$17,500) line item to cover the projects. Glenn moved to approve the Budget Amendment to move \$22,500 from Fixed Route Parts line item to Computer Hardware (\$5,000) line item and Shop Equipment (\$17,500) line item. DeNae seconded the motion. Motion carried unanimously.



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- 2. Bus 602 Decommission and Disposal:** Deidre asked for approval to decommission and disposal of Bus 602 as it has exceeded its useful life. DeNae moved to approve the decommission and disposal of Bus 602. Glenn seconded the motion. Motion carried unanimously.

Executive Director Report

- 1. Community Outreach Update:** Deidre discussed the following:
 - Bis-Man Transit collected three big boxes of school supplies for Bismarck Public Schools Foundation
 - Taylor attended the Bismarck State College Welcome Fair and helped explain the CAT bus services to new students without transportation
 - Mike and Taylor attended BisMarket in Kiwanis Park and demonstrated how to use the bike rack and how to board and disembark from the bus.
 - Mike will be providing travel training to Hi-Rise Crescent West residents on our services.
- 2. TDP/Strategic Meeting Update:** Deidre discussed that she will plan the Annual Strategic Meeting with the Board for the month of September to better prepare their expectations for the upcoming TDP.

Operations Report

Danae explained that National Express lost a valuable employee, Scott Culver, over the weekend due to an accident. His wife, Christa Culver, is also a National Express employee was also involved in the accident is recovering from her injuries. Danae explained that Scott started with National Express in 2019 and drove for both paratransit and CAT. Scott always made sure employees had a smile on their faces with his positive personality. Bis-Man Transit will definitely be dimmer without his bright light and will be missed by all of the employees.

Other Business N/A

Adjourn: DeNae moved to adjourn the meeting. Andrew seconded the motion. Motion carried unanimously.

Meeting adjourned at 1:37 P.M.



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