



Bis-Man Transit Board Meeting

August 22, 2024, 11:30 AM

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

Attending:

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger

Helen Baumgartner

Royce Schultze

Karel Sovak

Andrew Stromme

Commissioner Connelly

Not Attending:

Steve Heydt

Commissioner Rohr

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Tom Reisenauer

Guests:

Trevor Vannett

Rachel Lukaszewski

Paulette Jacobsen



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

Welcome & Introductions

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

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

1. Previous Month's Minutes
2. Financial Report
3. Ride Stats

Public Comment

Old Business

1. Investment Discussion: Deidre explained that there are two 13-month CD's that mature on August 24, 2024. Starion Bank will match the highest local rate at 5.11% APY for a 6-month CD. Deidre noted that the two CD's can be combined into one and it's less of an administrative burden when recording journal entries. Glenn moved to approve reinvestment of the two 13-month CD's and combine to one 6-month CD at 5.11% APY at Starion Bank. DeNae seconded the motion. Motion carried unanimously.

New Business

1. Property Tax Discussion: Deidre reached out to the City Tax Assessor and was informed that the property tax that is charged to Transit annually is only on the square footage of the Jefferson Lines rental space. The property tax amount has not been charged to Jefferson Lines in the past, but Transit is proposing to pass that amount onto the Jefferson Lines Lease Agreement.
2. Jefferson Lines Lease Agreement Approval: Deidre explained that she reached out to the manager of Jefferson Lines, Kevin Pursey, to propose the annual property tax amount be included throughout the 12-month lease agreement. Deidre did include a comparable to Jefferson Lines showing that it is fair to charge this to the renter. Andrew moved to approve the Jefferson Lines Lease Agreement. DeNae seconded the motion. Motion carried unanimously.
3. FY24 5307 Update: Deidre discussed that the FTA has taken longer to approve the FY24 5307 grant application than anticipated. The application was just approved by the city attorney and Transit will be able to draw down. The amount that is owed to Transit from February through June 2024 is \$1,153,834.



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Executive Director Report

1. Ridership Update: Deidre explained that Mike has a busy next few weeks of community and college fairs. On August 26th and 29th, there will be paratransit and CAT training that is funded by the DD Council grant at the Transit facility. There is low registration so far, so there might be another round of trainings in September. Deidre met with new Commissioner Sjoberg from Mandan to educate him on Transit items and he used to be a CAT driver for Transit.

Operations Report: Commissioner Connelly commented that he received a compliment from a rider that has recently started using the paratransit service and has been satisfied.

Other Business: Commissioner Connelly updated the Board that the signature initiative for the Sales Tax Measure is still going on. The deadline for signatures is Monday, August 26th. There have been 1,400 signatures turned into the City of Bismarck so far. Glenn thanked Commissioner Connelly for his efforts in obtaining signatures.

Andrew updated the board that the City of Mandan is 120 days away from using the sales tax amount. He explained that the City isn't in a rush to use the funds immediately and he has been speaking with Deidre on how to use the funds. Andrew will keep the Board updated on the process.

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

Meeting adjourned at 12:05 P.M.



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