



Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

Bis-Man Transit Board Meeting

May 22, 2025, 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

Karel Sovak

Helen Baumgartner

Glenn Lauinger

Royce Schultze

Julie Horntvedt

Steve Heydt

Commissioner Rohr

Not Attending:

Commissioner Connelly

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Susan Dingle

Trevor Vannett

Paulette Jacobsen

Lane Hoffer



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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2025/4/24 Regular Meeting
 - b. Attachment B – 2025/5/16 Finance Committee Meeting
 - c. Attachment C – 2025/5/19 CTIC Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment: Susan Dingle commented that she would encourage the Board to speak to the Mandan City Commission on strategizing the use of the Sales Tax funds for covering local expenses for Bis-Man Transit. She also commented that she hopes the Commission will be on board with an additional route in Mandan as well as additional hours.

Old Business

1. Sales Tax Update: Deidre updated the Board that the Bismarck City Commission approved up to \$1.1 million dollars to cover the Bis-Man Transit deficit. The Mayor and City Commissioners will look at what percentage will come from the City of Bismarck and City of Mandan. Deidre will not submit the application for Mandan Sales Tax funding until the City of Bismarck comes back with the percentages. There are also a few questions out to the City Administrator of Mandan about the application that are yet to be answered. The Steering Committee also met the same day as the Bismarck City Commission and the committee recommends up to \$1.1 million to expand services including opening Sunday service to the public, adding 3 ½ more hours of Sunday service, and for additional hours for fixed route service. This recommendation will be presented at the next Bismarck City Commission meeting. Deidre updated the Board that there is \$3.5 million in cash reserves and \$3.2 million in CD's to operate current service until we receive the sales tax funds.

Glenn asked Deidre what the anticipated total amount of Sales Tax Funding is for the City of Bismarck. Deidre answered that for 2026 it is projected to be \$4.4 million. Glenn explained that up to \$2.2 million is committed to Bis-Man Transit, so there is an additional



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\$2.2 million to be available to other agencies or for us to apply for additional funding, if needed.

Commissioner Rohr commented that he will set up a meeting with Jim Neubauer to discuss the specifics of what Transit needs to know about the City of Mandan Sales Tax application and will meet with Deidre after. DeNae asked Deidre when she originally sent Jim an email with questions. Deidre answered that she sent the email on May 13th. DeNae asked Commissioner Rohr to set up a meeting with Jim ASAP.

Helen asked if the Fire and Police Departments are being treated the same as public transportation for funds being held back. Lynn answered that the City Administrator will be able to answer that along with the questions Transit has submitted.

New Business

1. Fixed-Route Bus Purchases Recommendation: Deidre discussed the revision to the recommendation and that staff is looking for approval to purchase two fixed route buses to replace buses that have exceeded useful life. There is a purchase amount with Gillig to not exceed \$660,000 per unit and will be purchased from two different grants. Total local funding will be \$198,000. The lead time for the buses is 18-20 months. DeNae stated that the Finance Committee recommends approval of the two fixed route buses and moved to approve. Glenn seconded the motion. Motion carried unanimously.
2. Updated Safety Targets: Deidre explained that the previous year's Safety Targets were approved last December, but the correct schedule is for the targets to be approved every year in May, to be effective in July. This year's safety targets have not changed much from 2024 safety targets. The goal is to have ten or less safety events on the fixed route service and five or less safety events on the paratransit service. That is one safety event per one hundred thousand vehicle revenue miles, or one of ten thousand miles of fixed route and one out of thirty-five thousand paratransit for system reliability. This aligns with what other agencies are doing and what NDDOT recommends. DeNae moved to approve the updated Safety Targets. Karel seconded the motion. Motion carried unanimously.
3. CTIC Recommendation: Deidre discussed that CTIC met Monday of this week and recommends approval of adding Alissa Patterson and Lane Hoffer to the committee. Deidre discussed that the committee made a revision to the membership portion of the CTIC guidelines. This includes how many applicants are able to join CTIC and what terms they are to serve on the committee. DeNae asked Deidre if the Board has any input on appointing new members to CTIC, as that's not how it's written in the guidelines. Deidre recommended that CTIC makes a recommendation to the Board for acceptance. Deidre will change the verbiage in the CTIC guidelines. Helen commented that she agrees with the recommendation that CTIC members be approved by both CTIC and the Board.



Glenn moved to approve the recommendation of Alissa Patterson and Lane Hoffer as new members of CTIC. Karel seconded the motion. Motion passed with dissenting vote due to policy guidelines not being followed. Julie volunteered to serve on the Committee as a Board Member.

Executive Director Report

1. Fixed-Route Update: Fixed Route ridership in April exceeded 13,000 trips and that's an average of 400 boarding per day. There are drivers calling in saying they are nearing capacity on some routes. Deidre explained that she and Craig are trying to get the Orange Route closer to CHI St Alexius hospital. CTIC's recommendation is to cut out a section on Bowen Avenue and near DCIL going eastbound as a pilot beginning on June 9th and running through September 1st. This is a minor change and would not have to be approved the Board.
2. Outreach: Deidre explained that there has been a lot of media exposure with the Sales Tax funding. Mike has attended United Tribes Technical College Career Fair, Touch a Truck, and YMCA Wellness Fair. Deidre was on the Bismarck Mayor's podcast that can be found on Community Access. Deidre and Mike will be meeting with Heather May with Burleigh County Public Health to see where Transit can help fill in gaps. Community Conversation was May 8th and it was a two-hour conversation on public transportation and how it's needed and safety is a concern. Mike will be meeting with Edgewood to do a paratransit presentation on June 9th.

Operations Report: Craig updated the Board that Operations is on the right track to break the record of 113 days without a preventable accident. They are currently on day 104. WeDriveU created a humanitarian initiative called "WeDriveU Cares." The Operations staff nominated the Missouri Valley Homeless Coalition to be a \$1,000 reward recipient and was chosen by corporate. This will be presented at the June Board Meeting.

Other Business: No other business.

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

Meeting adjourned at 12:10 P.M.



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