



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

Bis-Man Transit Board Meeting

July 24, 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

Helen Baumgartner

Glenn Lauinger

Karel Sovak

Commissioner Rohr

Commissioner Connelly

Not Attending:

Julie Horntvedt

Royce Schultze

Steve Heydt

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Tom Reisenauer

Guests:

Trevor Vannett

Susan Dingle

Kim Riepl

Paulette Jacobsen



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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2025/6/26 Regular Meeting
 - b. Attachment B – 2025/7/21 CTIC Meeting
 - c. Attachment C – 2025/7/21 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E
4. Auditor Contract Acceptance
 - a. Attachment F

Public Comment: Trevor commented that he is very pleased with how Transit is running. He encourages the Board to be conscious of the resource of sales tax funding. He commented that a local transportation service is no longer running, so suggested to expand service and implement micro transit with sales tax funding.

Old Business

1. Sales Tax Update: Deidre was able to meet with both City Mayors and discussed the percentages to come from each community from sales tax monies. The City of Mandan percentage is 14.5% based on ridership. This percentage is also in line with the mill levy funding percentage. Jim Neubauer said that one sales tax application can be submitted per calendar year. Deidre is working with Craig and the operations team on a pay analysis. Drivers are underpaid compared to other job openings in the industry. Deidre will submit the application for calendar year 2025 after that analysis is complete.

DeNae commented that the Finance Committee discussed the payroll analysis, and recommends the analysis and a contract amendment to reflect it as long as the funds go to driver wages directly.

2. CD Investment Recommendation: Staff recommends renewing a current 6-month CD that matures on August 3rd to a 12-month CD at 4.00% APY with Starion Bank. DeNae commented that the Finance Committee discussed renewing the CD as presented and



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moved to approve the recommendation. Glenn seconded the motion. Motion carried unanimously.

New Business

1. Power Scrubber Purchase Recommendation: Deidre discussed that quotes were received for the purchase of a new power scrubber. Staff recommends to award the bid to Tennant at \$26,233.50, with an 80/20 grant split. Local match is \$5,247.00. DeNae commented that the Finance Committee recommends approval of staff recommendation of the power scrubber. DeNae moved to approve the recommendation as presented. Karel seconded the motion. Motion carried unanimously.
2. Construction/On-Time Performance Discussion: Deidre explained that on-time performance is being negatively affected by road construction, at no fault of the drivers. Staff recommends waiving on-time performance liquidated damages for the month of July. Finance Committee recommends waiving liquidated damages for the months of July and August, with a review of September if construction is still ongoing. Karel recommends to waive liquidated damages for the entire 3rd quarter. DeNae moved to waive the on-time performance liquidated damages for the entire 3rd quarter. Karel seconded the motion. Motion carried unanimously.

Executive Director Report

1. Advertising Revenue Update: As of July 31st, we are at \$62,674.94. Mike has been retaining current contracts and starting some new contracts. New benches are being purchased as funding allows, to replace worn benches and decrease the cost of maintenance. Benches that are not being used will have an internal advertisement promoting riding the CAT bus.
2. Ridership Update: 19,014 fixed route and paratransit ridership through the end of June. Fixed route ridership has increased by 32% and paratransit has a 5% increase. There has been 2,104 bikes and 1,032 mobility aids being transported on the fixed route so far this year.
3. Follow-Up Project Update: Deidre discussed the following projects:
 - Fat-tire bike racks have been installed – these are two racks; three racks would cover headlights on our Gillig buses.
 - Flex bus was delivered on July 22nd and operations is working to get that road-ready. The flex bus does not require a CDL driver to operate.
 - Drone photos will be taken after the exterior building sign project is complete.



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Operations Report:

Craig explained that currently there are 2 paratransit drivers on medical leave and drivers utilizing their PTO. However he has a training class beginning on August 4th for two additional paratransit drivers. The Fixed Route trainee is due to take his CDL Road Test this coming Monday. This month construction has ramped up and it has negatively impacted on-time performance in regards to arriving at timing points late. The drivers have done a good job at communicating with each other to make sure passengers make their connecting buses. Unfortunately, a route was shut down one day this month due to scheduling and staffing issues. While it is never ideal to shut down a route, the Red Route did not run. It was predetermined that if this situation were to arise, the Red Route would be the route that would be shut down mostly due to its lower ridership. There is one paratransit driver that is cross trained that could cover the Red Route should this happen again in the future. Those cross trained would get a CAT shift differential in pay when driving the Red Route. The last time we shut down a route was January 4, 2024. With the arrival of the Flex Bus, Passio will be sending their crew to install the Passio software. They will also address some other issues on other buses. The monthly Safety Meeting was held on Monday, where staff received a presentation from the Bismarck Fire Department on fire extinguishers, a meal was provided by the Safety Committee, and prizes were given.

Deidre explained that one of the issues with Passio on the other buses is with announcements and a technician is required on-site to fix the issue.

Other Business: N/A

Adjourn: Karel moved to adjourn the meeting. Lacey seconded the motion. Motion carried unanimously.

Meeting adjourned at 12:05 P.M.



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