



Bis-Man Transit Board Meeting

October 21, 2025, 11:30 PM

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

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Helen Baumgartner

Royce Schultze

Karel Sovak

Julie Horntvedt

Commissioner Connelly

Not Attending:

Lacey Long, Vice President

Glenn Lauinger

Steve Heydt

Commissioner Rohr

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Trevor Vannett

Susan Dingle

Paulette Jacobsen

Kim Riepl

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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2025/8/28 Regular Meeting
 - b. Attachment B – 2025/10/14 Finance Committee Meeting
 - c. Attachment C – 2025/10/20 Finance Committee Meeting
 - d. Attachment D – 2025/9/22 CTIC Meeting

2. Financial Report
 - a. August – Attachment E
 - b. September – Attachment F

3. Ride Stats
 - a. August - Attachment G
 - b. September – Attachment H

Public Comment: Trevor emailed the following public comment relating to the agenda: “I support the pay increase for the drivers and I would recommend that they make sure to include stakeholders and the CT in the Transit development plan also I would like to recommend the board That they expedient the service change process for the service changes. I have not heard any objection for expanding service hours on Sundays until 10 o'clock for the fixed route so I would recommend the board go through the process of expanding hours. People are looking forward to the Sunday hour changes and I would recommend a call with the Transportation steering committee recommended as we put a lot of time and effort in to this and we should all work together jointly because the sales taxes have given us this unique opportunity to have the revenue to expand and make sure we have public transportation for the community. Thank you”

Old Business

1. No Show Policy Correction Recommendation - Attachment I
Deidre explained that the last time the No Show Policy was approved was in May 2024. There is currently contradicting language in the policy that needs correction. CTIC recommends approval of the correction listed in the attachment of the agenda. DeNae moved to approve the correction to the No Show Policy. Karel seconded the motion. Motion carried unanimously.



New Business

1. Transit Development Plan Scope of Work - Kim Riepl, MPO Executive Director - Attachment J

Deidre explained that the Scope of Work has been presented to the Board in the past. Paulette from the MPO presented the revised Scope of Work and commented that it will be submitted by November 17th. The changes made from the attachment included in the packet are as follows:

- Page 1 – Removing that Bis-Man Transit is asking for the plan
- Deleting any references to DBE
- Page 11 – Updating the map with better defined boundaries of city limits
- Page 12 – Defining Steering Committee & Special request by Bis-Man Transit to be deleted
- Page 13 – After letter “B” replacing “Recommend” with “Evaluate” in the sentence; Add a letter “G” under item three to state “How transit service can provide the expanded transportation options and enhance productivity as a compliment to restore passenger rail.”; Add item three under Policy Guidelines and Federal Requirements to read “Address capital and operational needs to inform fiscally constraint and long-term phases in the next Metropolitan Transportation Plan.”

Paulette explained that the budget for the TDP is \$180k and \$99k will be expended in the year 2026 and \$81k will be expended in 2027, in accordance with the timeline in the Scope of Work. Deidre commented that the last TDP was focused on financial components and the structure of the organization. This TDP will be more service oriented. DeNae moved to approve the TDP RFP presented by the MPO as amended. Karel seconded the motion. Motion carried.

2. 1900s Paratransit Bus Replacements - Attachment K

Deidre discussed that the 2019 paratransit fleet is nearing useful life in both years and miles and need to be replaced. NDDOT reallocated statewide funds to fund these buses with a 5339 grant. Staff recommends approval to purchase the buses with a price per bus not to exceed \$179,060. DeNae commented that the Finance Committee recommends approval of the bus replacements. DeNae so moved the Finance Committee recommendation. Karel seconded the motion. Motion carried unanimously.

3. Driver Pay Recommendation - Attachment L

Deidre explained that the pay rate for drivers isn't competitive for our market to hire and retain drivers. Deidre and Glenn have been working with WeDriveU to increase the hourly rate for fixed route drivers to \$26 per hour and paratransit drivers to \$22 per hour. A contract amendment with WeDriveU would increase the revenue hour rate to \$79.88 from \$75.89. This increase will be tracked and reported to make sure that those dollars are going directly to driver's pay. If there is overpayment, WeDriveU is required



to pay back those funds within 30 days of the end of the calendar year. DeNae commented that the Finance Committee deems the pay increase as fair. DeNae asked Deidre if she was looking for approval of staff's recommendation or approval of the contract amendment. Deidre answered the contract amendment. DeNae moved to approve the contract amendment effective November 1st to WeDriveU. Julie seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment M

Deidre summarized the Executive Director Report provided in the packet. DeNae asked Deidre if the City of Bismarck has an application process for requesting sales tax funds. Deidre answered no and that she would present an amount at a City Commission meeting. DeNae asked if there was a policy on how many times we can request funds in a calendar year. Deidre answered no. Commissioner Connelly confirmed this.

Operations Report – Attachment N

Craig summarized the Operations Report provided in the packet. Craig thanked Deidre and the board for approving the hour pay rate for drivers. He is excited to inform the current drivers of this and incoming new hires.

Other Business: N/A

DeNae moved to adjourn the meeting.

Meeting adjourned at 12:05 P.M.



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