



Bis-Man Transit Board Meeting

November 20, 2025, 11:30 AM

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

Attending:

Lynn Wolf, President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger

Karel Sovak

Helen Baumgartner

Steve Heydt

Commissioner Rohr

Not Attending:

Lacey Long, Vice President

Julie Horntvedt

Royce Schultze

Commissioner Connolly

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Trevor Vannett

Susan Dingle

Paulette Jacobsen



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701.258.6817



info@bismantransit.com



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Meeting was called to order at 11:34 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. Karel seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
 - a. Attachment A – 2025/10/23 Regular Meeting
 - b. Attachment B – 2025/10/28 Executive Committee Meeting
 - c. Attachment C – 2025/11/17 Finance Committee Meeting
 - d. Attachment D – 2025/11/17 CTIC Meeting

2. Financial Report
 - a. Attachment E

3. Ride Stats
 - a. Attachment F

Public Comment: N/A

New Business

1. 2026 Jefferson Lines Lease Approval - Attachment G
Deidre proposed the 2026 Jefferson Lines Lease Agreement that was included in the board packet. DeNae commented that the Finance Committee recommended approval of the Lease Agreement. DeNae moved to approve the 2026 Jefferson Lines Lease Agreement. Glenn seconded the motion. Motion carried unanimously.

2. 2025 Remaining Expenses Recommendation - Attachment H
Deidre discussed that the 2025 5307-grant has been exhausted as of the end of September. Staff recommends approval to absorb the remaining September expenses as well as October through December expenses estimated at \$1,748,636.80. DeNae commented that the Finance Committee recommended approval to absorb the remaining 2025 expenses, and she so moved. Glenn seconded the motion. Motion carried unanimously. Glenn commented that in the past that future expenses were being reimbursed by a previous year's grant and the funds would run out quickly the next year.

3. Public Comment Policy Update Approval - Attachment I
Deidre explained that Commissioner Connelly suggested that the Public Comment Policy align with the City of Bismarck's Public Comment Policy. DeNae moved to table the motion to approve the Public Comment Policy. Karel seconded the motion. Motion carried



unanimously. Lynn commented that the current policy has been sufficient for those who have provided public comment in the past. Deidre commented that tabling the policy update would give her time to review the new senate bill and make sure our policy is compliant. Karel commented that the Board is very accommodating to the public when it comes to public comment. Steve asked if there was a large attendance at a Board meeting, if public comment can be extended past the time in the policy. Lynn answered that the public is given a sufficient time to speak, not just in the public comment period.

4. FY27 5310 Grant Application Approval - Attachment J

Deidre discussed that staff recommend approval of the FY27 5310 grant. The projects within the grant include after hours, Sunday, early morning, and holiday services, as well as four cutaway bus replacement purchase as outlined in the board packet. DeNae commented that the Finance Committee recommends submission of the FY27 5310 application. DeNae moved to approve the submission of the FY27 5310 application. Karel seconded the motion. Motion carried unanimously.

5. FY27 5339 Grant Application Approval - Attachment K

Deidre discussed that staff recommend approval of the FY27 5339 grant. The projects within the grant includes two fixed route bus replacement purchase and a bathroom cleaner as outlined in the board packet. DeNae commented that the Finance Committee recommends submission of the FY27 5339 application. Karel commended Deidre on her work on the grant applications. DeNae moved to approve the submission of the FY27 5339 application. Karel seconded the motion. Motion carried unanimously.

6. FY27 State Aid Application Approval - Attachment L

Deidre discussed that the State Aid application has not been needed in the past, but is a new requirement. Staff recommends approval of the State Aid application. DeNae commented that the Finance Committee recommends submission of the FY27 State Aid application. DeNae moved to approve the submission of the FY27 State Aid application. Glenn seconded the motion. Motion carried unanimously.

7. 2026 Budget Approval - Attachment M

Deidre noted that the fixed route projection in the Budget includes a revenue hour increase as of April 1, 2026 due to service changes. Added advertising expense has been added to promote service changes. Sales tax revenue for both cities have also been included. DeNae commented that the Finance Committee recommends approval of the 2026 Budget. DeNae moved to approve the 2026 Budget. Glenn seconded the motion. Motion carried unanimously.

8. City of Mandan Sales Tax Application - Attachment N



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Deidre noted that January through October Profit and Loss Statement needs to be updated in the application due to expenses that came in after the previous one was generated. This does not change the request amount. DeNae commented that the Finance Committee recommends approval of the City of Mandan Sales Tax application. Commissioner Rohr commented that he's looking forward the submission of the application and working with Transit on steps forward. DeNae moved to approve the City of Mandan Sales Tax application. Karel seconded the motion. Motion carried unanimously.

9. 2026 Stuff the Bus Recommendation - Attachment O

Deidre proposed that Transit collect for the Bismarck Emergency Food Pantry for the 7th Stuff the Bus event this year. Items will be collected December 8th through December 12th. DeNae commented that the Finance Committee recommends approval of the Stuff the Bus event. DeNae moved to approve the Stuff the Bus event. Karel seconded the motion. Motion carried unanimously.

10. Administrative Committee Update

Karel discussed that the Administrative Committee met in regard to Deidre's Performance Review. Karel explained the seven categories of the Performance Review. The Administrative Committee recommends a 3.75% salary increase for the Executive Director in 2026. Karen moved to recommend a 3.75% salary increase for the Executive Director in 2026. Deidre asked Karel if it should be a 3.75% increase or 4.75% increase. Karel answered that the Administrative Committee recommended 3.75% with a cap at 4.75% depending on Finance Committee approval. Lynn stated that the Finance Committee recommends a 4.75% salary increase to Deidre and all staff members. Karel amended his motion to approve a 4.75% salary increase for the Executive Director in 2026. Steve seconded the amended motion. Motion carried unanimously. Karel commended the Administrative Committee on their work for the review, as well as Deidre on her hard work. DeNae stated that the Finance Committee recommended to approve a 4.75% increase cap for Mike and Taylor in 2026, and she so moved. Karel seconded the motion. Motion carried unanimously.

DeNae explained that the Finance Committee recommends approval of a 4.75% salary increase to Mike and Taylor. DeNae moved to cap the salary increase for employees at 4.75%. Steve seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment P

Deidre summarized her report that was included in the board packet.

Operations Report – Attachment Q

Amanda summarized her report that was included in the board packet.

Other Business



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Deidre discussed that depending on how the City of Mandan Sales Tax meeting goes, she will have to hold an Executive Committee meeting to vote on how much to apply for on the City of Bismarck Sales Tax application. Steve asked if funds are not awarded, if the Mandan route would be affected. Deidre answered that it would be a Board decision at that point.

Adjourn

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

Meeting adjourned at 12:24 P.M.



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