



Bis-Man Transit Board Meeting

December 18, 2025, 11:30 AM

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

Attending:

Lynn Wolf, President

Lacey Long, Vice President

Royce Schultze

Helen Baumgartner

Steve Heydt

Glenn Lauinger

Julie Horntvedt

Karel Sovak

Commissioner Connelly

Commissioner Rohr

Not Attending:

DeNae Kautzmann, Secretary/Treasurer

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Tom Reisenauer

Amanda O'Brien

Guests:

Trevor Vannett

Susan Dingle

Paulette Jacobsen

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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2025/11/20 Regular Meeting
 - b. Attachment B – 2025/12/4 Executive Committee Meeting
 - c. Attachment C – 2025/12/15 Finance Committee Meeting
 - d. Attachment D – 2025/12/15 CTIC Meeting
2. Financial Report
 - a. Attachment E
3. Ride Stats
 - a. Attachment F

Public Comment: N/A

New Business

1. Policy and Procedure Update Recommendation – *Rider Suspensions*
 - a. Attachment G

Deidre explained that there was an incident on December 3rd where a fixed route driver was assaulted by a rider. Authorities were called and was removed from the bus. The current policy is only a 7-day suspension. Deidre and the operations team doesn't feel this is a sufficient amount of time for suspension. The proposed policy change is for "service to be immediately be suspended for a minimum of 30 days with the option to increase the duration based on the severity of the offense, or until an appeal hearing is held, for riders who engage in violent, seriously disruptive, or illegal conduct." Helen moved to approve the new rider suspension policy as written. Glenn seconded the motion. Motion carried unanimously. Royce asked if there is a permanent ban depending on the severity of the situation. Deidre answered that the FTA frowns upon permanent bans, but as an agency, we are able to take the incident to our Region 8 contact and they are able to approve a ban if necessary. Lynn asked Deidre to elaborate on CTIC's comments on the changed policy. Members of CTIC feel the change helps other riders feel more comfortable while riding the bus and recommend the change.

2. Transfer Point Snow Removal: Deidre discussed that during high snow accumulation events, shelters specifically at Front Avenue transfer points have been blocked by snow, resulting in ramps not being able to be used on fixed route buses as well as dangerous ridges for riders to board the bus. Steve Selway from City of Bismarck said that removal of



snow after it's plowed could take two to three days. Deidre informed the Board that in instances that there is a large snow event, a contractor is able to come and remove the snow immediately to help keep our riders safe while getting on and off the bus. This would result in an increased budget amendment to pay the contractor. Lynn asked if the City of Bismarck could move the snow to a different area around the Event Center. Commissioner Connelly answered that he will speak with the City of Bismarck about moving the snow to a different area.

3. Free Ride Day Recommendation – January 13, 2026

a. Attachment H

Deidre discussed that staff recommends a Free Ride Day on January 13, 2026 to increase participation in public comment meeting in both Bismarck and Mandan. Glenn commented that the Finance Committee recommends to approve the Free Ride Day on January 13, 2026 and so moved. Steve seconded the motion. Steve asked Deidre if free fares are offered on fixed route, if it has to also be offered on paratransit. Deidre answered that it's an FTA requirement that if free rides are offered on one mode of transportation, it has to be offered on the other. Steve asked if when free rides were offered for a week, if the response was favorable. Deidre answered that when free ride days were offered on a Friday and Saturday during the 20th CAT Anniversary, that was the highest ridership weekend since before the pandemic. Glenn mentioned that a free ride week should be done when the weather is warmer for more ridership. Deidre commented that if service changes are made on CAT, that she would like to offer free ride week in April when those go into effect. Motion carried unanimously.

4. 2025 Write Off Recommendation

a. Attachment I

Deidre discussed that staff recommends approval of writing off Medicaid chargeback accounts in the amount of \$80.98. Glenn approved to write off the Medicaid chargeback accounts in the amount of \$80.98. Steve seconded the motion. Glenn complimented staff on their work on keeping the write off balance low and a for-profit entity would be happy with a write off amount that low. Steve recommended to the President that the Finance Committee look into a policy where the Executive Director can write off an amount of \$250 or less without Board approval. Lynn answered that he will have the Finance Committee look into it. Motion carried unanimously.

Executive Director Report – Attachment J

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

Operations Report – Attachment K

Craig summarized his report that was included in the board packet.



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Other Business: Deidre wanted to thank everyone who donated to the Stuff the Bus event. There were over 715 items donated to the Bismarck Emergency Food Pantry.

Glenn commented that he was able to attend the City of Mandan City Commission meeting and thanked Commissioner Rohr and Commissioner Connelly for their support of public transportation in our communities. Lynn seconded Glenn's gratitude to the commissioners. Commissioner Rohr wanted to give Andrew recognition for the work he completed while employed at City of Mandan.

Meeting adjourned at 12:06 P.M.



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