



Bis-Man Transit Board Meeting

April 23, 2026, 11:30 AM

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

Attending:

Lynn Wolf, President

Lacey Long, Vice President

Glenn Lauinger

DeNae Kautzmann, Secretary/Treasurer

Karel Sovak

Steve Heydt

Helen Baumgartner

Royce Schultze

Commissioner Rohr

Not Attending:

Julie Horntvedt

Staff:

Deidre Hughes

Tammy Schutt

Mike Mundahl

Craig Thomas

Amanda O'Brien

Guests:

Trevor Vannett

Paulette Jacobsen

Kim Riepl

Candy, CHW



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

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

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

1. Previous Month's Minutes
 - a. Attachment A – 2026/3/26 Regular Meeting
 - b. Attachment B – 2026/4/20 CTIC Meeting
 - c. Attachment C – 2026/4/14 Finance Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E

Public Comment: Trevor thanked the board for the service changes and said the added hours are appreciated.

New Business:

1. Policy and Procedure Update Approval
 - a. Attachment F

Deidre stated with the increased ridership, we are experiencing challenges tracking CAT bus riders because many remain on the bus for extended periods. This has triggered staff to review the Policy and Procedure handbook. Through this review, the staff has included “no joyriding” within the updated policy. Other changes to the Policy were:

- Updates to service hours
- Will Call Clarification
- Removal of subscription service option
- Clarification of pick-up window
- Personal Care Attendant clarification
- Failure to follow the package limit suspension
- Spelling and grammar issues throughout

DeNae moved to approve the Policy and Procedures updates. Royce seconded the motion. Motion carried unanimously.



2. Employee Handbook Update Approval

a. Attachment G

Deidre stated the proposed changes include the following revisions:

- Clarification of employee health insurance
- Supplemental insurance
- Removal of holiday pay restrictions
- Removal of “Personnel Policy Manual” language – Bis-Man Transit does not have this policy
- Removal of “Galaxy Tablet” language
- Spelling and grammatical corrections throughout

DeNae moved to approve the Employee Handbook revisions. Karel seconded the motion. Motion carried unanimously.

3. Civil Rights Policy Update Approval

a. Attachment H

Deidre stated the proposed plan includes the ADA Policy Statement, ADA Complaint Procedures, Reasonable Modification Request Procedures, and the Title VI program. Updates to the plan include the following:

- Addition of translation services
- Added page numbers
- Demographic updates (text and maps)

Karel moved to approve the acceptance of the proposed plan update with the updated maps. Lacey seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment I

Deidre summarized her report, which was included in the board packet.

Operations Report – Attachment J

Craig summarized his report, which was included in the board packet.

Other Business:

Helen asked if there was a way to put on the application any road construction detours for Mandan. Deidre stated that the website does include detour updates. Bismarck gives notice of construction projects, but Mandan doesn't. Lynn recommended that Craig contact the Mandan City Engineer regarding the construction detour notices and to look into putting this information on the app. He will bring an update to the next meeting.

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

Meeting adjourned at 11:56 A.M.



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