



Bis-Man Transit Board Meeting

October 22, 2026, 11:30 AM

<https://us02web.zoom.us/j/89432616573>

Call in: +1 312 626 6799; Meeting ID: 894 3261 6573

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2026/9/24 September Meeting
 - b. Attachment B – 2026/10/19 Finance Committee Meeting
2. Financial Report
 - a. Attachment C
3. Ride Stats
 - a. Attachment D
4. 990 Tax Form Approval
 - a. Attachment E

Public Comment

New Business

1. Parking Ramp MOU Discussion
 - a. Attachment F
2. Upcoming Building Lease Renewal Recommendation
 - a. Attachment G
3. Fuel Contract Acceptance
 - a. Attachment H
4. Decommission and Disposal of 62 and 1910 Recommendation
 - a. Attachment I
5. Free Ride Day Recommendation – November 3rd
 - a. Attachment J



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

6. Medicaid Paratransit Trip Reimbursement Discussion
 - a. Attachment K

Executive Director Report – Attachment L

1. Ridership Update
2. Upcoming Projects

Operations Report – Attachment M

Other Business

Adjourn

- The next Board Meeting will be held on November 19, 2026, at 11:30 am.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

**B**

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

Bis-Man Transit Board Meeting

September 24, 2026, 11:30 AM

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

Attending:

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Glenn Lauinger

Royce Schultze

Karel Sovak

Helen Baumgartner

Steve Heydt

Commissioner Belohlavek

Not Attending:

Lynn Wolf, President

Julie Horntvedt

Staff:

Deidre Hughes

Mike Mundahl

Tammey Schutt

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Paulette Jacobsen

Susan Dingle



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

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

Approval of Agenda: DeNae moved to approve the agenda. Glenn 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 – 2026/7/23 July Meeting
 - b. Attachment B – 2026/8/4 Executive Committee Meeting
 - c. Attachment C – 2026/9/21 CTIC Meeting
 - d. Attachment D – 2026/9/21 Finance Committee Meeting
2. Financial Report
 - a. July - Attachment E
 - b. August – Attachment F
3. Ride Stats
 - a. July - Attachment G
 - b. August – Attachment H

Public Comment:

New Business

1. **Transit Development Plan Update – Bolton & Menk** - Attachment G
Aaron Bartling gave an overview of the Transit Development Plan.

2. **2025 Audit Acceptance** - Attachment H
Deidre stated Brady Martz performed the 2025 Audit this summer. The audit found no findings, and Bis-Man Transit was deemed low risk. Glenn moved to accept the 2025 Audit completed by Brady Martz. DeNae seconded the motion. Motion was carried unanimously.

3. **Printing Contract Acceptance** - Attachment I
Deidre stated Bis-Man Transit issued an Invitation for Bid for printing services on August 3, 2026, with bids due September 4, 2026. The last bid process for printing services was completed in 2023. One bid was received. (United Printing). United Printing provided quotes for the upcoming contract period and two additional one-year options. This contract will begin October 1, 2026, and end September 30, 2027, with two additional one-year options. DeNae moved to approve United Printing as the printing vendor for all rider guides, paratransit punch cards, and flat maps. Steve seconded the motion. Motion was carried unanimously.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

4. Coordinated Human Services Transportation Plan Acceptance - Attachment K

Deidre stated in 2022, the Bis-Man Transit Board approved the Coordinated Public Transit – Human Services Transportation Plan. In order to continue receiving federal funding, this plan must be updated every five years. A series of public comment meetings were held to gather input for the 2026 Plan. The final public hearing was held September 24, 2026. Surveys were distributed to human service agencies and the general public. The plan update includes the feedback received. Funding sources and additional statistics have been included in the proposed plan. Karel moved to approve the 2026 Coordinated Public Transit – Human Services Transportation Plan. Steve seconded the motion. Motion was carried unanimously.

5. City of Bismarck Brokerage Contract Recommendation - Attachment L

Deidre stated the original contract for public transportation services between the City of Bismarck and Bis-Man Transit was signed April 18, 2017, and expired on December 31, 2021. The contract includes a clause allowing two extensions of five (5) years each. The first option ends December 31, 2026. If the Bis-Man Transit Board of Directors wishes to exercise the final option, the request will be moved along to the Bismarck City Commission for final acceptance. DeNae moved to submit a letter of intent to continue providing the City of Bismarck with fixed-route and ADA-regulated complementary paratransit services by exercising the final five (5) year option, effective January 1, 2027, and ending December 31, 2031. Glenn seconded the motion. Motion was carried unanimously.

Executive Director Report – Attachment M

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

Operations Report – Attachment N

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

DeNae moved to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 12:11 P.M.

The next Board Meeting will be held on October 22, 2026, at 11:30 am.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

**B**

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

Bis-Man Transit Finance Committee Meeting Minutes

October 19, 2026, 1:00 P.M.

Via Zoom

Attending: DeNae Kautzmann, Chair Lynn Wolf
Glenn Lauinger

Staff: Deidre Hughes
Tammey Schutt

Meeting was called to order at 1:00 pm.

Deidre presented the MOU with the City of Bismarck, Sanford, and the Parking Authority regarding a land swap and parking ramp that could house a Transit Hub. The Transportation Plan consultants reviewed the proposal and raised several red flags: insufficient space for buses to turn around (they would have to back out), pedestrian safety concerns, and no room for expansion. Deidre and Craig agree that while we need a transit hub, this location is not ideal. The city believes we can cost-share in the project by using sales tax dollars. The MOU is non-binding; however, DeNae pointed out that the non-binding section did not include Transit. Deidre indicated that the city would like to put out an RFP Oct 23rd. The city administrator may be available to attend the Board meeting to further explain the City's project and to answer any questions. The Committee recommends that the Board not sign the MOU. As Glenn pointed out, it would not be in our best interest to sign and then pull out because the location does not work. The Transportation Plan consultants can work with the city on requirements for a hub in a ramp, as they have experience with other cities that have done it.

The building leases are up for renewal. Deidre proposes a three-year lease with a 3% annual increase. The first year the rent would be \$12,739.20. The Jefferson line lease would be a one-year lease at \$31,704.75. The committee recommends that the board approve the lease renewals.

We received two fuel bids, one from Tri-Energy and the other from Ryan and Dave's. Ryan and Dave's bid did not meet the bid requirements and is disqualified. Tri-Energy's bid offered a \$ 0.11 discount. Deidre said she has been speaking with public works, and we could purchase fuel from the city at a much lower price, but that information would not be available in time for the board meeting. The current contract ends October 31st. DeNae asked whether we were tied to Tri-Energy as a sole provider. Deidre stated no. DeNae asked that she continue speaking with public works about purchasing fuel from the city and ask Tri-Energy for their best and final offer.

Deidre presented information on decommissioning the 62 Dodge Caravan and the 1910 bus involved in the June 17 vehicle accident. The Dodge Caravan's transmission needs to be replaced. The cost is approximately \$8000. The vehicle value is \$ 2,500. The 1910 bus parts for repair total over \$50,000, so insurance has totaled the bus; however, we do not know at this time what the payout will be. The committee recommends that the board approve decommissioning and selling the Dodge Caravan van and the 1910 bus.

3750 E Rosser Avenue,
Bismarck, ND 58501

info@bisantransit.com



701.258.6817



www.bisantransit.com

Transit has provided free rides on the CAT bus and paratransit on election day. The general election is on November 3rd. The committee recommends that the board approve free rides on November 3.

Deidre brought to the committee's attention an issue with Medicaid in recertifying as an agency. She informed the committee that Fargo, Grand Forks, and Minot do not accept Medicaid. Tammey shared with the committee that it takes 1 to 1.5 days to enter the information Medicaid requires for payment. Tammey indicated that in August we had 68 Medicaid riders with 375 trips. In September, we had 66 riders with 350 trips so far. We have not been paid by Medicaid for those trips. We could potentially be looking at thousands of dollars of unpaid trips by the end of the year. The committee recommends that the board stop accepting Medicaid effective November 15.

Meeting adjourned at 2:00 P.M.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

September 2026

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	15,994	135,695	10,633	104,210	50.42%	30.21%
PARATRANSIT	8,776	72,772	7,853	70,430	11.75%	3.33%
DEMAND RESPONSE	23	118				
Total	24,793	208,585	18,486	174,640	34.12%	19.44%
FR AVG. DAILY BOARDINGS						
	639.76					
DR AVG. DAILY BOARDINGS						
	292.53					
DEM RESP AVG. DAILY BOARDINGS						
	5					
Pass./Hour Pass./Hour Pass./Hour						
REVENUE HOURS						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	2,367.25	19,866.58	6.76	6.83	6.39	21.88%
PARATRANSIT	3,542.91	29,919.01	2.48	2.43	2.60	10.36%
DEMAND RESPONSE	32.14	180.80	0.72	0.65	NA	
Total	5,942.30	49,966.39	4.17	4.17	4.0	43,409.7
Pass./Mile Pass./Mile						
REVENUE MILES						
	Month	YTD	Month	YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	38,033	317,352	0.42	0.43	259,307	22.38%
PARATRANSIT	46,611	391,199	0.19	0.19	373,508	4.74%
DEMAND RESPONSE	232	1,075	0.10	0.11		
Total	84,875.05	709,625.60	0.29	0.29	632,815	12.14%
ON TIME PERFORMANCE						
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	79.40%	80.98%	81.22%	83.00%	-2.24%	-2.43%
PARATRANSIT	97.86%	97.36%	92.45%	94.40%	5.85%	3.14%
RIDERSHIP PER ROUTE						
	ROUTE	Month	YTD	PY Month		% INC/DEC #VALUE!
	BLACK	3137	26178	2219		41.4%
	BLUE	2117	21696	1611		31.4%
	GREEN	2837	24520	2187		29.7%
	RED	1534	13096	1251		22.6%
	ORANGE	4448	35045	2104		111.4%
	PURPLE	1921	15160	1261		52.3%
RIDERSHIP BY DESTINATION						
		Month	YTD	PY Month		
(Included in 'Ridership	U-Mary	360	2673	90		300.0%
Per Route' Numbers)	UTTC	44	340	80		-45.0%
	Bismarck Library	832	7305	670		24.2%
	Mandan Walmart	106	783	80		32.5%
	Mandan Family Fare	416	3882	323		28.8%
	CHI St Alexius	194	2434	N/A		
ACCIDENTS						
	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	1	1	6	4		
PARATRANSIT	0	0	11	10		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	0		4			
COMPLAINTS						
	Month	YTD				
FIXED ROUTE	1	9				
PARATRANSIT	1	3				
Office Staff	0	0				
COMPLIMENTS						
	Month	YTD				
FIXED ROUTE	0	1				
PARATRANSIT	1	18				
Office Staff	0	0				

7th Street Parking Ramp Memorandum of Understanding

Date: October 6, 2026
To: Jason Tomanek, Mayor Schmitz, Brian Ritter, Deidre Hughes
From: Jim Christianson
Re: 7th & Thayer Ramp Deal Points

This Memorandum of Understanding (MOU) is intended to summarize discussions between Bismarck Parking Authority, City of Bismarck Administration, Sanford Health Bismarck Administration and Bis-Man Transit regarding construction of a new parking ramp and transit facility at the NE corner of 7th Street and Thayer Avenue (the "Ramp Site"). The Ramp Site is currently owned by Sanford and used for surface parking. This MOU also references a potential land swap between the City of Bismarck and Sanford involving two other surface lots as are hereinafter described.

Contact List:

- Bismarck Parking Authority (Jim Christianson, Chair)
- Bismarck City Administration (Mayor Schmitz, Jason Tomanek)
- Sanford Health Bismarck (Brian Ritter, VP & Chief of Staff)
- Bis-Man Transit Authority (Deidre Hughes, Exec. Director)

Following is an outline of the potential ramp project, transit hub and parking lot land swap, collectively referred to as the "Project:"

- Multi-level public parking ramp with 500 spaces, more or less (the "Ramp").
- Ramp to include an active street level with offices or commercial space - size & use to be determined ("TBD").
- Ramp to possibly include a Bis-Man Transit Hub,
- Ramp to include a skyway from the Ramp across 7th Street to Sanford.
- Project to include a "land swap" between Sanford and the City of Bismarck (the "City"), of parcels located at the NE corner of 5th & Broadway (Sanford lot) and the NW corner of 5th & Thayer (City lot).

Following is a summary of the deal points that have been discussed to-date:

1. Sanford will convey the Ramp Site to the City of Bismarck for construction and operation of the Ramp, subject to recorded use restrictions and reversionary rights in favor of Sanford. Sanford will have the Ramp Site appraised to determine its Fair Market Value ("FMV"). The FMV will be taken into account in negotiating Sanford's parking rates and other parking terms at all City-owned parking structures, including the renegotiation of Sanford's existing parking arrangements.

2. Sanford to grant City of Bismarck an option to acquire Sanford's surface lot at 500 East Broadway Avenue, subject to restrictions and reversionary rights.
3. City of Bismarck to grant Sanford an option to acquire the City's surface lot at 514 East Thayer Avenue.
4. Sanford and the City/Bismarck Parking Authority will negotiate comprehensive parking arrangements for Sanford, including a long-term parking lease in the Ramp and the renegotiation of Sanford's existing parking arrangements at other City-owned parking structures. The number and location of spaces, lease terms, rates and other parking terms remain to be determined.
5. Sanford will agree to enter into a long-term parking lease in the Ramp, number of parking spaces and rates to be determined.
6. A 7th Street skyway will be included as part of the Project, using a cost-sharing formula whereby construction costs are shared between the City of Bismarck and Sanford. Skyway ownership, maintenance and operating expense responsibilities to be determined.
7. Ramp design to include alternate bid specifications to include street-level commercial/office/clinic use.
8. Sanford will have a right of first refusal with respect to the street-level commercial/office/clinic/retail space and protections restricting competing medical or health care uses within such space, as further described below. Any separate consideration for Sanford's right of first refusal, if required, will be nominal and established in the definitive documents. The use restrictions described below are a material condition of Sanford's conveyance of the Ramp Site and will not require separate consideration from Sanford.
9. Sanford has an interest in the design/appearance of the Ramp and skyway with an understanding the structures would be subject to the requirements of the Downtown Design Review process. The structures need to respect the adjacent architecture and built environment.

Next steps include fleshing out the deal points outlined above so that we can move forward with the drafting of conveyance documents, recorded restrictions, options, leases and related documents governing the ownership, construction, use and maintenance of the proposed parking ramp and skyway facilities.

Deal Point #1. *Sanford to grant City of Bismarck an option to acquire Sanford's surface lot at 500 East Broadway Avenue.*

Question 1(a): How long an option period will the City have?

Recommendation: The option period will expire December 31, 2027. The City's intended use of the property would be to utilize the entirety of the site by accommodating a building addition to the City/County Office Building and the creation of a public plaza. To the extent a grant is made and the City does not proceed with a City/County Office Building expansion and creation of a public plaza, the property shall revert back to Sanford.

Question 1 (b): How much time will Sanford have to occupy the site?

Recommendation: Sanford will continue to occupy the site for its current use until construction of the Ramp commences.

Deal Point #2. *City of Bismarck to grant Sanford an option to acquire the City's surface lot at 514 East Thayer Avenue.*

Question 2(a): How long will the option period be and what will the option consideration be?

Question 2(b): The option period will expire December 31, 2027. Sanford's intended use of the property would be a continuation as an off-street parking lot. The current customers are leaseholders with the Bismarck Parking Authority. Said leases need to be terminated in accordance with the specified terms set by the Bismarck Parking Authority to allow Sanford full use of the property. To the extent a grant is made and the City does not proceed with a City/County Office Building expansion and creation of a public plaza, the property shall revert back to the City.

Recommendations: Both parties will discuss and agree to terms necessary to address the current condition and future use of the City-owned lot, and to negotiate in good faith to structure the transfer of the lots as an even-trade – parcel for parcel.

Deal Point #3. *Sanford will require dedicated valet parking stalls within the Ramp, the 6th Street Ramp and/or the Parkade Ramp (location and number of stalls to be determined).*

Question 3(a): Who will determine the number and location of the valet parking spots?

Recommendation: Sanford will require dedicated valet parking stalls within the 6th Street Ramp or the Parkade Ramp to offset the current use of TBD stalls in the Sanford surface lot at 500 East Broadway Avenue. Sanford will determine which ramp is more convenient for its valet parking staff and patients. The Bismarck Parking Authority will identify the TBD stalls within the selected parking ramp with appropriate signage and/or painted markings. The Bismarck Parking Authority will also monitor and enforce the use of the -TBD stalls to ensure Sanford has use of the dedicated parking area during the Broadway Clinic's hours of operation.

Deal Point #4. *Sanford agrees to enter into a long-term parking lease in the Ramp for TBD spaces for TBD years at \$ TBD per month.*

Question 4(a): How many spaces will Sanford commit to using and for how many years?

Question 4(b): Will Sanford be allowed to add additional spaces during the 5-year lease period, or will additional spaces be charged at the then "going rate?"

Recommendation: In order to budget for the construction and operation of the Ramp, the Parking Authority will need to know in advance how many spaces Sanford will commit to leasing for TBD years at \$ TBD per space per month. Any additional spaces added at a later time should be at the going market rate.

Deal Point #5. *A 7th Street skyway will be included as part of the Project, using a cost-sharing formula whereby construction costs are shared between the City of Bismarck and Sanford. Skyway ownership, maintenance and operating expense responsibilities to be determined. Construction of the skyway should be an integral part of the Project and should be designed and constructed in conjunction with the Ramp.*

Question 5(a): What cost-sharing formula will be used to pay for constructing the 7th Street skyway between the Ramp and Sanford?

Recommendation: There is some precedent for cost-sharing a skyway between a public building and a private building. In the early 1980s a skyway that links a public building (the Parkade) with a private building (the Radisson) was built with a mixture of funds that included a one-time grant from the US Economic Development Administration.

In 2012-2013 the Parking Authority shared in the cost of constructing a skyway between the Parkade Ramp and the Gulch building. Ownership and maintenance of the skyway was vested with the owner of the Gulch property.

Since 7th Street is a major arterial and falls under the State Highway System, we should assume NDDOT will be involved in the design, and possibly the construction, of the skyway. We should also investigate the availability of State funds, if any, that could be earmarked for construction of the skyway.

The parties have not yet agreed upon the allocation of skyway construction costs. The parties will continue to evaluate and negotiate such allocation after construction estimates and the Ramp Site appraisal are available. Any Sanford contribution will be subject to Sanford's internal approval, and the parties may apply some or all of the Ramp Site FMV as a credit toward Sanford's agreed share, if any, of such costs.

Question 5(b): The skyway will have to be lighted, cleaned, repaired and provided with environmental cooling & heating as required by code. Who will pay the ongoing costs of maintaining the skyway, including utilities, janitorial, insurance and capital repairs?

Recommendation: As noted above, the 7th Street skyway will benefit Sanford. It will be used primarily, if not exclusively, by Sanford's staff, agents, patients and guests. Inasmuch as Sanford will be the primary user/beneficiary, and because Sanford has a fully equipped maintenance staff on site, we recommend that Sanford pay 100% of the cost of operating and maintaining the skyway.

Question 5(c): Who will actually own the 7th Street skyway?

Recommendation: In light of the responsibilities discussed above, and assuming Sanford will require security and strict control over access to and from their facility before, during and after business hours, we recommend that Sanford be the owner of the skyway, with appropriate easements granting access to and from the parking ramp.

Deal Point #6. *Ramp design to include alternate bid specifications to include street-level commercial/office/clinic use.*

Question 6: Who will ultimately determine the size, appearance and configuration of the 7th Street Ramp and skyway?

Recommendation: All parties wish to maximize the amount of parking in the new ramp, while respecting the "look and feel" of the neighborhood and providing traffic, both vehicular and pedestrian, with an architecturally attractive street level. The Ramp will be funded, owned and operated by the Bismarck Parking Authority. As such, the Parking Authority, working with design professionals, should have final say as to the function, design, size, appearance and operation of the Ramp. The Parking Authority will consult

with and seek Sanford's input on Project items affecting Sanford, including (not by way of limitation) design, traffic flow, campus access, signage valet operations and skyway connections.

The skyway will be owned separately from the Ramp but will be an integral part of the Project's overall design. Accordingly, all parties will be consulted as to the function, appearance, design and operation of the Project.

The Parking Authority appreciates the significant contributions of Sanford, in the form of land and ongoing user fees, without which the Project would not be feasible, and we pledge to continue working closely with Sanford and the other parties as the plans are developed.

Ultimately, architect-prepared conceptual drawings, elevations and 3-D models will give everyone a better idea of the "look and feel" of the project. Once the project is bid, a determination can be made about designing the structure to allow the addition of future levels.

Deal Point #7. *Sanford right of first refusal and exclusive use of the street-level commercial/office/clinic space in the Ramp.*

Question 7: Will Sanford have a right of first refusal to lease the street-level commercial/office/clinic space, and the ability to block competing medical providers from occupying that space?

Recommendation: The parties intend for the real estate, development, lease and related documents to include the following protections with respect to the street-level commercial/office/clinic/retail space to be constructed in the Ramp (the "Retail Space"):

(a) Right of First Refusal. The Bismarck Parking Authority will grant Sanford a right of first refusal to lease any portion of the Retail Space. If a prospective or existing tenant provides notice of its intent to lease or vacate space within the Retail Space, the Parking Authority shall provide Sanford written notice thereof, together with the commercially reasonable and arm's-length terms upon which it would lease the same, and Sanford shall have thirty (30) days within which to accept such offer, whereupon the parties shall enter into a written lease with respect thereto. A waiver by Sanford with respect to one proposed lease shall not be deemed a waiver as to any other or future leasing opportunity, and this right of first refusal shall remain in full force and effect for each and every future leasing opportunity.

(b) Exclusive Use. Regardless of whether Sanford leases any portion of the Retail Space, the Bismarck Parking Authority shall not operate, lease, sublease, license, or otherwise permit any portion of the Retail Space to be

used by any person or entity other than Sanford for the delivery of health care services or the sale of health care products, including physician clinics and other medical or health care clinic operations, health care back-office operations, home health operations, diagnostic imaging, and the sale of durable medical equipment, pharmaceuticals, and other health products (the “Exclusive Use”). The Exclusive Use shall remain in effect for a term to be established in the definitive documents and shall be subject to customary carve-outs, if any, mutually agreed upon by the parties.

(c) Recorded Restriction. The parties intend that the Exclusive Use be implemented through a restrictive covenant, deed restriction, use restriction, ground lease provision, or other recordable instrument affecting the property upon which the Ramp is constructed, as appropriate based upon the final ownership structure of the Ramp Site. The restriction shall run with the land and bind the owner of the Ramp Site and its successors and assigns and shall not be amended, released, or terminated without Sanford’s prior written consent. The definitive documents will establish the duration of the restriction and Sanford’s enforcement rights and remedies.

(d) Other Prohibited Uses. In addition to the Exclusive Use, the recorded restrictions applicable to the Ramp Site will prohibit the Retail Space from being used primarily for the sale of tobacco, nicotine, smoking or vaping products, and for such other uses as the parties may mutually identify in the definitive documents as materially incompatible with the health and wellness character of the Project and Sanford’s adjacent hospital and campus.

Deal Point #8. *Transfer of Ramp Site to City of Bismarck. Sanford intends to convey the Ramp Site to the City of Bismarck for construction and operation of the Ramp, subject to use restrictions and reversionary rights in favor of Sanford.*

Question 8(a): What consideration will Sanford receive for the Ramp Site?

Recommendation: Sanford will obtain an appraisal of the Ramp Site to establish its Fair Market Value (“FMV”). The parties intend that the FMV of the Ramp Site will be taken into account in negotiating favorable parking rates and other parking terms for Sanford at City-owned parking structures, including the renegotiation or replacement of Sanford’s existing parking lease arrangements, and/or as a credit toward Sanford’s agreed share, if any, of skyway construction costs. The allocation of the Ramp Site FMV between parking-related consideration and any Sanford skyway contribution will be determined in the definitive agreements after the Ramp Site appraisal and applicable construction estimates are available.

Question 8(b): What restrictions will apply to the City’s ownership and use of the Ramp Site?

Recommendation: The conveyance of the Ramp Site will be subject to a recorded restriction limiting use of the Ramp Site to the construction and continued operation of the contemplated public parking ramp and related Project uses expressly agreed upon by the parties, including permitted ancillary commercial, office, clinic and retail uses, subject in all cases to the use restrictions described in Deal Point #7. The definitive conveyance documents will include a recorded reversionary interest in favor of Sanford providing that the Ramp Site will revert to Sanford if the Ramp is not constructed within a mutually agreed period of time, the Project is abandoned, or the Ramp Site ceases to be used primarily for the contemplated public parking ramp and permitted related Project uses.

Question 8(c): How long will Sanford have to occupy the Ramp Site?

Recommendation: Sanford will continue to occupy and use the Ramp Site for its current use until construction of the Ramp commences.

Addendum #1 – Time Extension. Prior to the expiration of the land swap option agreements on December 31, 2027, should either party wish to extend the duration of the MOU to allow additional time to successfully accomplish the intent, both parties shall mutually agree to a date-specific to adequately satisfy the time extension.

Addendum #2 – Reversion Clause. Each “land swap” surface lot property will return to the original grantor/owner if the City of Bismarck determines the need to create an addition to the building at 221 North 5th Street is no longer necessary prior to December 31, 2027. Additionally, should the City’s project to renovate and expand the building at 221 North 5th Street fail to commence prior to December 31, 2027 the properties will revert to the original grantor/owner upon expiration of the land swap option agreements.

Addendum #3 – Bis-Man Transit Hub. Recent discussions have been had regarding the possibility of adding a Bis-Man Transit facility as part of the 7th Street Ramp. Such a facility could include a ticket office and waiting lounge on the main floor of the ramp, with loading and unloading occurring on Thayer Avenue towards the east end of the ramp. In addition to being a central location for such a facility, it could provide scheduled bus service for many Sanford employees who currently park on the streets. Bismarck Transit may also be able to cost-share a portion of the ramp construction costs and be a long-term tenant. These discussions are preliminary and should be brought to the table at the next meeting of the stakeholders.

Nonbinding Effect. This MOU is intended solely to memorialize the parties' current discussions and proposed deal points and does not constitute a binding agreement or create any obligation on the part of Sanford, the City, the Bismarck Parking Authority, or any other participant to sell, purchase, convey, lease, construct, finance, operate, maintain, or otherwise proceed with any property or portion of the Project. No party will have any binding obligation with respect to the Project unless and until the applicable definitive agreements have been negotiated, approved by the applicable parties' authorized representatives, and fully executed.

Accepted October _____ 2026 by Bismarck Parking Authority:

Jim Christianson, Chair

Accepted October _____ 2026 by City of Bismarck:

Michael Schmitz, Mayor

Accepted October _____ 2026 by Sanford Health Bismarck:

Dr. Todd Schaffer, President/CEO

Accepted October _____ 2026 by Bis-Man Transit:

Deidre Hughes, Executive Director



G

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

October 22, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Building Lease Recommendation

BACKGROUND: Bis-Man Transit has been renting space to West River Transit and Jefferson Lines for several years.

DISCUSSION: West River Transit has been informed of another three-year lease and supports a long-term lease agreement with Bis-Man Transit.

FINANCIAL IMPACT: The annual rate proposed to West River for the 2027 calendar year is \$12,739.20.

Moving forward, the rent will increase by 3% annually, effective on January 1.

The 2027 annual rate proposed to Jefferson Lines is \$31,704.75.

RECOMMENDATION: Staff recommends approval of a three-year lease with West River Transit at an annual rate increase of three percent. Staff also recommends approving a one-year lease with Jefferson Lines for the bus depot, with an annual rate increase of three percent.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



H

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

October 22, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Fuel Contract

BACKGROUND: Bis-Man Transit currently utilizes Tri Energy Cooperative for all fuel purchases. Due to the contract ending, staff issued another Invitation for Bid on August 26, 2026, with bids due September 28, 2026.

DISCUSSION: Bis-Man Transit staff received two bid responses. Tri-Energy Cooperative was compliant in all requirements. Ryan & Dave's Fuel was not compliant because this fueling location was more than 2.5 miles from the transit facility, as required by the Invitation for Bid.

FINANCIAL IMPACT: Bis-Man Transit currently receives a \$.13 discount on each gallon of regular unleaded gasoline and diesel purchased. The new discount amount will drop to \$0.11 per gallon for the base year (November 1, 2026-October 31, 2027) as well as each additional option year.

Revised 10/20/2026: Tri-Energy Cooperative agreed to maintain the \$.13 discount on each gallon of regular unleaded gasoline and diesel fuel for the duration of our upcoming contract, pending Board approval.

RECOMMENDATION: Bis-Man Transit staff recommends awarding the bid to Tri Energy Cooperative.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



October 22, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Decommission and Dispose of Van 62 and Bus 1910

BACKGROUND: Bis-Man Transit is seeking approval to decommission and sell van 62 and bus 1910. Van 62 has exceeded its useful life in age and miles. It needs a new transmission, which was quoted at \$8,133.71. The Kelly Blue Book value for this vehicle is between \$2,895 and \$3,845 without transmission issues. This vehicle is not in revenue service and is used as a lunch-break vehicle for fixed-route drivers and as a supervisor van.

Bus 1910 was involved in a “not at fault” accident on June 17, 2026. Because of extensive damage, the insurance company deemed the bus a total loss. It has not exceeded its useful life in age or miles.

Fleet Information	VIN #	Mileage	Acquisition Date
#62 2012 Dodge Grand Caravan	2C4RDGBG3CR398491	139,102	2/1/2013
FR #1910 2018 Alexander Dennis	SFEY14127JNN37247	222,264	3/22/2019

DISCUSSION: If approved, the van will be sold at public auction, and the bus will be turned over to insurance

Bis-Man Transit will need to purchase replacements for both vehicles, but it has not been planned for this at this time.

FINANCIAL IMPACT: Funds received from the private sale of the Dodge Grand Caravan will be retained by Bis-Man Transit unless the sale exceeds \$10,000. Insurance proceeds for bus 1910 and funds from the sale of van 62 will be reserved for future vehicle replacements.

RECOMMENDATION: Staff recommends approval of the request to decommission and sell van 62 and bus 1910.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



J

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

October 22, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Free Ride Day Recommendation

BACKGROUND: Typically, Bis-Man Transit offers free rides for all elections.

DISCUSSION: Bis-Man Transit last offered a free ride day on June 9, 2026, for the local elections.

RECOMMENDATION: Bis-Man Transit staff recommends approving free rides for both fixed-route and paratransit riders on November 3, 2026, with no limit on trip purpose.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



K

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

October 22, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Medicaid Paratransit Trip Reimbursement Discussion

BACKGROUND: Bis-Man Transit currently accepts Medicaid for paratransit medical trips.

DISCUSSION: Due to new Medicaid regulations, Bis-Man Transit staff have been unable to request reimbursement for any riders charged to Medicaid since August 31, 2026. Staff continues to work with the state to recertify Bis-Man Transit.

After discussions with Fargo, Grand Forks, and Minot, Bis-Man Transit is the only urban agency in the state that continues to allow medical trips to be charged to Medicaid. Because of the time involved in the billing process, these agencies have opted out.

RECOMMENDATION: Staff discussed current Medicaid issues with the Finance Committee, and the Finance Committee recommended suspending Medicaid charging effective November 15, 2026.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com



L

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

October 22, 2026

Executive Director Report

1) Ridership Update

- a. For the month of September, 15,994 CAT bus trips were completed. Of this total, 1,420 were completed after 7:00 PM and 991 before 7:00 AM. We provided 23 Sunday demand response service trips for the general public in September.

2) Upcoming Projects

- a. State Fiscal Year 2028 5339 and 5310 grant applications will be presented at the next meeting.
 - i. Replacement fixed-route buses (1502 & 1910)
 - ii. Bus washer
 - iii. Non-ADA paratransit operating assistance
 - iv. Mobility Manager
- b. 2027 Budget
- c. Sales Tax Request to the City of Mandan and the City of Bismarck
- d. CAT Bus Training with Legacy High School students
- e. Genfare Farebox cloud and mobile ticketing transition
- f. Boiler replacement
- g. Transit Voucher Program
 - i. 6 or 12 approved agencies have requested tickets
- h. Transit Development Plan Workshop



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com



October 2026 Operations Report

Operations

Fixed Route service has been operating smoothly, with no interruptions to service.

Paratransit Service has been running efficiently. Last month, 99% of trips were completed in under an hour with an On Time Performance of 97.84%

Driver of the Month

We are pleased to announce that Paratransit Driver, Matthew Olds, has been named Driver of the Month for September 2026. Matthew achieved an excellent safety score while driving approximately 2,500 miles during the month of September. His commitment to safety and dedication to providing quality service are commendable, and we congratulate him on this well-deserved achievement.

Upcoming Events

Next week, we will be hosting a Halloween potluck for employees as an opportunity to celebrate the season. We will also be providing candy on the buses so passengers can enjoy a sweet treat while riding with us.