Bis-Man Transit Board Meeting

October 22, 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**
	Royce Schultze	**Karel Sovak**
	Helen Baumgartner	**Steve Heydt**
	Commissioner Connelly	**Commissioner Belohlavek**
Not Attending:	**Julie Horntvedt**	
Staff:	**Deidre Hughes**	**Mike Mundahl**
	Tammey Schutt	**Craig Thomas**
	Tom Reisenauer	
Guests:	**Trevor Vannett**	**Jason Tomanek**
	Paulette Jacobsen	**Susan Dingle**

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

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

Consent Agenda: DeNae moved to approve the Consent Agenda without Attachment A - September's minutes. Glenn seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
    a. Attachment A – 2026/9/24 September Meeting
    b. Attachment B – 2026/10/19 Finance Committee Meeting

Glenn moved to approve the September minutes, with the correction that Glenn moved to accept the 2025 Audit completed by Brady Martz, not approve the audit. Karel seconded the motion. Motion was carried unanimously.

2. Financial Report - Attachment C

3. Ride Stats - Attachment D

4. 990 Tax Form Approval - Attachment E

Public Comment:

Trevor Vannett stated that he was in favor of discontinuing participation in the Medicaid program.

New Business

1. Parking Ramp MOU Discussion - Attachment F

Deidre explained the proposed Memorandum of Understanding (MOU). The City of Bismarck and the Parking Authority are considering a fifth downtown parking ramp with approximately 500 off-street spaces near the existing lot south of the UND Center for Family Medicine at Seventh Street and Thayer Avenue. Bis-Man Transit has been invited to participate in discussions about being a potential tenant for a transit hub. They are in the process of entering a RFP for design, and the City asked the Board to consider signing an MOU so Bis-Man Transit could provide input. Deidre identified Bismarck City Administrator Jason Tomanek as the appropriate contact for questions. Lynn added that the MOU would allow the Board or Executive Director to participate in discussions about the proposed ramp and its location. Karel moved to approve entering into the MOU with the non-binding section amended to add Bis-Man Transit as one of the parties to the language. Steve seconded the motion to move into discussion. Karel stated he had reviewed the Finance Committee minutes and noted their concerns about the location. He emphasized the importance of having a seat at the table and stated that concerns could be addressed through the process. He also noted that all parties could be named in the non-binding provision and that Jason could assist with revisions. DeNae reported that the Finance Committee had discussed the proposal at length. She said the non-binding provision should identify all parties to the agreement and noted that Bis-Man Transit would need guidance from the Transportation

Plan consultants regarding the feasibility of placing a transit hub in a parking ramp. DeNae stated that the Transit Development Plan consultants have knowledge of how a transit hub could fit into a parking garage and are best positioned to be involved in the discussion with the City of Bismarck. DeNae also stated the proposal presented to Bis-Man Transit was not workable, citing insufficient turning space, the need for buses to back out, pedestrian safety concerns, and limited room for expansion. DeNae asked whether they considered other locations, as the proposed site is not large enough to meet our needs. Craig agreed that the site was unsuitable from a safety and operational standpoint because of bus size, pedestrian traffic, and vehicle maneuvering requirements. Lynn asked for further discussion. Glenn noted that page eight of the MOU mentions the possibility of cost sharing but provides no other specifics on Bis-Man Transit's financial obligation. Glenn questioned if Bis-Man Transit will be expected to use all sales tax revenue to meet the financial obligation. Lynn asked Jason Tomanek to be brought to the table to answer these questions.

Bismarck City Administrator Jason Tomanek gave a brief history of the potential ramp project. The idea of a centrally located transit hub was included in the City of Bismarck's 2014 Downtown Subarea Study. At the time, the consultants involved in the study speculated that the parking lot adjacent to the old Public Health Building could work as a transit hub. At the time, the City owned that property; however, the current owners have no interest in this project today. The City also looked at sites owned by Burleigh County, and another site on Rosser currently occupied by Wells Fargo, but neither party was interested in selling. Jason clarified that no specifics on the financial implications to Bis-Man Transit had been determined at this time. Tomanek did say we would be charged rent as a tenant. Jason also said that not including Bis-Man Transit in the non-binding portion of the MOU was an oversight, and they will correct it.

Deidre stated that Bolton & Menk's transportation plan consultants were aware of the proposed location and had identified safety concerns with the preliminary concept design. Some concerns were that the space between bays is critical to allow ramp deployment (and comfortable walking space) when riders board. Five bus bays don't allow any service growth. This is a potential concern given the interest in a circulator route. Buses would have to drive through the pick-up/drop-off area for the Center for Family Medicine, assuming it is a private roadway. This is a safety concern, especially at the top of the hour when 5 buses are departing the station. Would 8th Street remain open to general traffic? This would also be a safety concern when buses back out of the bays. Referring to the cost-sharing provision on page 8, Glenn asked what costs Bis-Man Transit would be responsible for.

Jason clarified that no specifics on the financial implications to Bis-Man Transit had been determined at this time. Jason also said that not including Bis-Man Transit in the non-binding portion of the MOU was an oversight, and they will correct it.

Lynn called for a roll call vote. Motion was carried unanimously.

2. Upcoming Building Lease Renewal Recommendation - Attachment G

Deidre stated Bis-Man Transit has been renting space to West River Transit and Jefferson Lines for several years. West River Transit has been informed of another three-year lease and supports a long-term lease agreement with Bis-Man Transit. 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 1st. The 2027 annual rate proposed to Jefferson Lines is $31,704.75. DeNae moved to approve the three-year lease with West River Transit at a 3% annual rate increase and a one-year lease with Jefferson Lines for the bus depot at a 3% annual rate increase. Karel seconded the motion. Motion was carried unanimously.

3. Fuel Contract Acceptance - Attachment H

Deidre stated Bis-Man Transit currently receives a $.13 discount on each gallon of regular unleaded gasoline and diesel purchased through Tri Energy Cooperative. Due to the contract ending, staff issued another Invitation for Bid on August 26, 2026, with bids due September 28, 2026. Bis-Man Transit staff received two bid responses. Tri-Energy Cooperative met 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. 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. On 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.

DeNae moved to approve awarding the bid to Tri-Energy Cooperative at the new rate with a $ 0.13 discount. Glenn seconded the motion. Motion was carried unanimously.

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 was not available in time for the board meeting. The current contract ends October 31st. Deidre stated that she would continue speaking with Public Works about purchasing fuel from the City.

4. Decommission and Disposal of 62 and 1910 Recommendation - Attachment I

Deidre stated that 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. If approved, the van will be sold at public auction, and the bus will be turned over to the insurance company. Bis-Man Transit will need to purchase replacements for both vehicles, but it has not been planned for this at this time.

She stated that Bis-Man Transit will retain funds from the private sale of the Dodge Grand Caravan 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. Karel moved to approve the request to decommission and sell van 62 and bus 1910. DeNae seconded the motion. Motion was carried unanimously.

5. Free Ride Day Recommendation – November 3rd - Attachment J

Deidre stated that Bis-Man Transit has offered free rides for all elections in the past. Bis-Man Transit last offered a free ride day on June 9, 2026, for the local elections. Steve moved to approve free rides for both fixed-route and paratransit riders on November 3, 2026, with no limit on trip purpose. Karel seconded the motion. Motion was carried unanimously.

6. Medicaid Paratransit Trip Reimbursement Discussion - Attachment K

Deidre stated that Bis-Man Transit currently accepts Medicaid for paratransit medical trips. 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. She said she spoke with Fargo, Grand Forks, and Minot; Bis-Man Transit is the only urban agency in the state that still allows medical trips to be charged to Medicaid. Because of the time involved in the billing process, these agencies have opted out. Staff had discussed current Medicaid issues with the Finance Committee, and the Finance Committee recommended suspending Medicaid charging effective November 15, 2026. DeNae moved to cease participation with the Medicaid program for transit effective November 15, 2026. Glenn seconded the motion. Motion was carried unanimously.

Executive Director Report – Attachment L

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

Operations Report – Attachment M

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

DeNae moved to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 12:30 P.M.

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