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**

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.

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.