



Transit Development Plan Steering Committee Meeting

Wednesday, February 4, 2026, at 1:00 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. APPROVAL OF TRANSIT DEVELOPMENT PLAN STEERING COMMITTEE MEETING #3 MINUTES

Suggested Motion: I move to approve the Transit Development Plan Steering Committee Meeting #3 Minutes as presented

3. NEW BUSINESS

3.1. PUBLIC MEETING SUMMARY

3.2. MINOT CITY TRANSIT - FIXED ROUTE SERVICE CONCEPTS/THEMES

- 1. MORE DIRECT SERVICE TO...**
- 2. 30 MINUTE SERVICE TO WALMART**
- 3. IMPROVE ON-TIME PERFORMANCE OF SELECTED ROUTES**

4. OLD BUSINESS

4.1. GOVERNANCE ALTERNATIVES

- 1. RECAP OF DECEMBER DISCUSSION**
- 2. CURRENT CONCLUSION — STAY THE CURRENT COURSE?**

4.2. FARE FREE DISCUSSION

- 1. DISCUSS FOLLOW-UP ACTION**

5. OTHER BUSINESS, IF ANY
6. ADJOURNMENT



RECORD OF MEETING

SRF Project No.

Project/Meeting Name: Central Dakota MPO Transit Development Plan

Date: December 17, 2025

Time: 2:30 PM

Location: City Finance Department & MS Teams

Attendees: See Attendance List Below

Purpose of Meeting

Third Steering Committee for the Minot Area TDP project.

Summary of Meeting

Attendance:

- John Van Dyke
- Brian Horinka
- **Barry Brooks**
- **Doug Diedrichsen**
- Mark Lyman (Minot Chamber)
- Mike Blessum (City Council)
- Online:
 - Becky Hanson
 - Darrell Francis
 - Tim Bauman

Meeting Notes

Approval of Minutes

- John VanDyke called for approval of the minutes of Steering Committee Meeting #2. First by Mark Lyman; second by Brian Horinka; - All in favor; no nays

Notes by Agenda Item

- Item 1 - Follow-up from Meeting #2: Bill Troe – since Meeting #2, I have been concerned about perception of ridership being lower than the peers used in the analysis. All of the peers have been **urban systems** for a while; however, Minot has been a **rural system**. This may have an impact on ridership. SRF reviewed ridership

on all rural designated providers that have fixed route service. Minot ridership is in the 67th percentile of ridership and 78th percentile in cost. The result in a more apt and favorable comparison of ridership.

- Item 2 - Coordinated Plan: The coordinated human service – public transportation plan is incorporated in the transit development plan work. This plan is focused needs and services for three groups – elderly/seniors, persons with disabilities, and low income populations.
- The steps to establish the plan are - Collect information on the services available, which can be public such as the demand response service through Souris Basin Transportation, service provided by MCT, service operated by assisted living or work programs for persons with disabilities that are private, etc. Steps 2 is to identify needs and gaps that exist between current service and the perceived needs. Step 3 is to develop a list of strategies to address the gaps and then finally integrate the work into the transit plan. When you look at the coordinated plan steps and products, they reflect those of the transit plan.

SRF has started the process of reaching out to agencies that support the needs of the target groups. We have an interview/survey questionnaire finished and have started with outreach. We hope to finish it up in the next month.

Strategies – Will likely focus on mobility management. Is there more that we can do to direct people to the existing services? In addition to the services out there today, we will also be looking for new ideas, such as, are there volunteer driver programs that could be explored?

- Item 3 – Governance discussion: Through the work we are addressing the primary questions of - Does the current format of governance best serve current and future needs? Shortcomings that need to be explored? Is the City Council okay with their roles/responsibilities? Would other options better serve current and potential riders?

Bill Troe provided an overview of the current structure and some alternatives that may be considered. Currently – MCT (fixed route service) is located within Public Works, while paratransit is contracted to Souris Basin Transportation. The format is pretty common for communities of this size, but through the governance structure review, we will explore whether there are more advantageous options. More advantageous, in this case, is defined as: Would another model provide financial benefits to transit or the city? Would another option streamline decision-making? Would another model allow more seamless serving of the entire urbanized area?

Alternatives the team has begun to explore are:

- Alt #1 - Transit becomes its own department within the City. The option creates direct line of communication with top level decision-makers. Little impact on support from other departments and greater budget visibility.

This alternative doesn't appear to add much value as the line of communication is currently pretty direct.

- Alt #2 - Bis-Man Model where there is an appointed Board of Directors who then is responsible for hiring a transit manager and a contractor. It removes much of day-to-day interaction/ responsibility from City. The Council still has responsibility for “big decisions” such as how much service to provide, larger purchases, etc. If this was to be considered, one question is usually what happens to staff. As they are all trained, it is likely the contractor would hire them, but they would have to apply for positions. This can result in some tense times for staff.

One question that comes up in many of these discussions is cost of operations. While the city is not looking to make a profit, contractors are. We have found that many times contractors have a lower overhead rate than cities for full-time employees and the margin allows for profit at no added cost. If there is a high percentage of part-time drivers (not taking benefits), the result may be different.

This alternative is intriguing and seems worthwhile to explore further, especially for those other taxing jurisdictions to share costs, such as Minot School District and Ward County (maybe Surrey too).

- Alt #3 - Transit Authority – With an authority, transit would act much more autonomous. It could be an authority of the city, which would still allow similar department services sharing as today. Or it could be more independent where the authority provides everything from operators, to maintenance to HR to accounting/financial to legal.
- Need to go to the legislature to create the ability to enable an authority. Fargo has also discussed converting to an authority to help with the issues that arise between the two cities (Moorhead, MN). So, there may be a partner to discuss the changes to the Century Code.
- The question was asked, what does SRF think of the options. As of now, SRF believes the status quo or a standalone department are likely the best options. The overall service is small and the added burden of more full-time positions will likely increase costs and getting through the legislature (because it would create another government entity that is not really all that support today) could be difficult.

John VanDyke input – If the idea was to create an authority, exploration should advance now as it will take four to six years to work through the legislative steps.

- Item 4 - Fare Free Transit: Bill Troe – We have been seeing more agencies ask the question about going fare free. Thus, it was included in the scope of our work on the transit plan. The critical item is to figure out how to replace the fare revenue that is collected.

Current farebox revenue - \$77,000; Considerations - fareboxes require maintenance and need to be replaced - this is not cheap.

Non-revenue considerations - fareboxes play role in passenger counting data collection. Likely increased ridership.

Eliminating fares would likely INCREASE ridership. Studies show typical increases in ridership of one-third when fare are removed.

Mike Blessum – One main consideration to evaluate is does the state have concerns that fares aren't there? (City would ultimately pay the gap that fares aren't covering any longer). Mike would rather see more people in buses.

Brian Horinka - Key item to consider is there would be riders getting on and staying on for long periods with no real destination. Bill Troe stated that rider rules can be created that requires a "resting period", where riders must exit following a run and wait a specific time before getting back on. This puts responsibility on operators to enforce and enforcement takes time and can result in confrontations. These need to have a solution.

Tim Bauman - Maybe farefree is not the right route to go; but what about purchasing bus fares for kids? Partnerships with school district to purchase fares. Effectively, the City is purchasing the fare on behalf of certain user groups.

Mike Blessum - Can drivers obtain the basic necessary info to provide a fare card that captures all the necessary data, but once you have the fare card each time it's used it provides the necessary data. Certain number of tickets would be provided to certain user groups. Similar to Minot Public Schools at this time for students. This information can be extracted.

Next Steps

- Develop and present fixed route service modifications that improve service and support better service themes.
- Continue with assessing farefree concept.
- Interviews with agencies and outlining the coordinated plan.
- Public Meetings – January 20: two meetings over the day. Both in City Hall.



MINOT, NORTH DAKOTA

TRANSIT DEVELOPMENT PLAN

STEERING COMMITTEE MEETING 3

December 17, 2025



Agenda Items

- Call to Order
- Steering Committee #2 - Minutes
- Follow-up to Meeting #2
- Coordinated Human Services
Public Transportation Plan
- Minot City Transit – Route Level
Review of Current
- Governance Alternatives:
 - Introduction of Concepts
 - Discussion
- Fare Free Discussion
 - Purpose
 - Background
- Public Meeting Timing/Location
- Wrap-up

Operating Statistics Comparison

- Generally, Minot's ridership, quantity of service, and investment in transit are lower than the peer average

National Peer Summary Operating Statistics

Agency	State	Revenue	Hours	Passenger Trips	Operating Expenses	Fare Revenue	Service Area Population
Basin Transit	OR	14,181	137,674	\$3,231,307	\$103,200	43,038	
Bis-Man Transit	ND	21,792	121,538	\$2,107,550	\$80,089	98,198	
City of Casper	WY	15,194	134,817	\$958,879	\$39,381	67,751	
City of Cheyenne	WY	11,760	73,428	\$801,947		79,250	
City of Minot	ND	12,753	81,945	\$1,548,621	\$76,870	50,925	
Great Falls Transit	MT	33,478	363,628	\$3,502,891	\$207,332	67,097	
Paducah Transit	KY	14,632	158,171	\$1,198,702	\$98,959	50,833	
Valley Transit	WA	25,710	459,098	\$4,446,063		50,013	
Average		18,688	191,287	\$2,224,495	\$100,972	63,388	
Agency as a Percent of Average		68%	43%	70%	76%	80%	

Minot – Comparison to All “Rural” Fixed Route Systems

RIDERSHIP



67th
Percentile

OPERATING COST



78th
Percentile

Coordinated Plan – Deliverable with Transit Plan

Long Name – Coordinated Human Services

Public Transportation Plan:

- HSTP
- Coordinated Plan

FOCUSED GROUPS



Elderly



Disability



**Low
Income**

Coordinate Plan Process



- Demographics (From TDP)
- Services Available (Public/Private)
- Funding Sources (Not All from FTA)
- Survey:
 - From Community Survey
 - Outreach to Agencies



- From TDP
- From Agency Surveys/Interviews



- Mobility Management
- Travel Training Material
- Volunteer Drivers
- Shared Transportation between Agencies that Provide Transportation
- Marketing/Marketing/Marketing

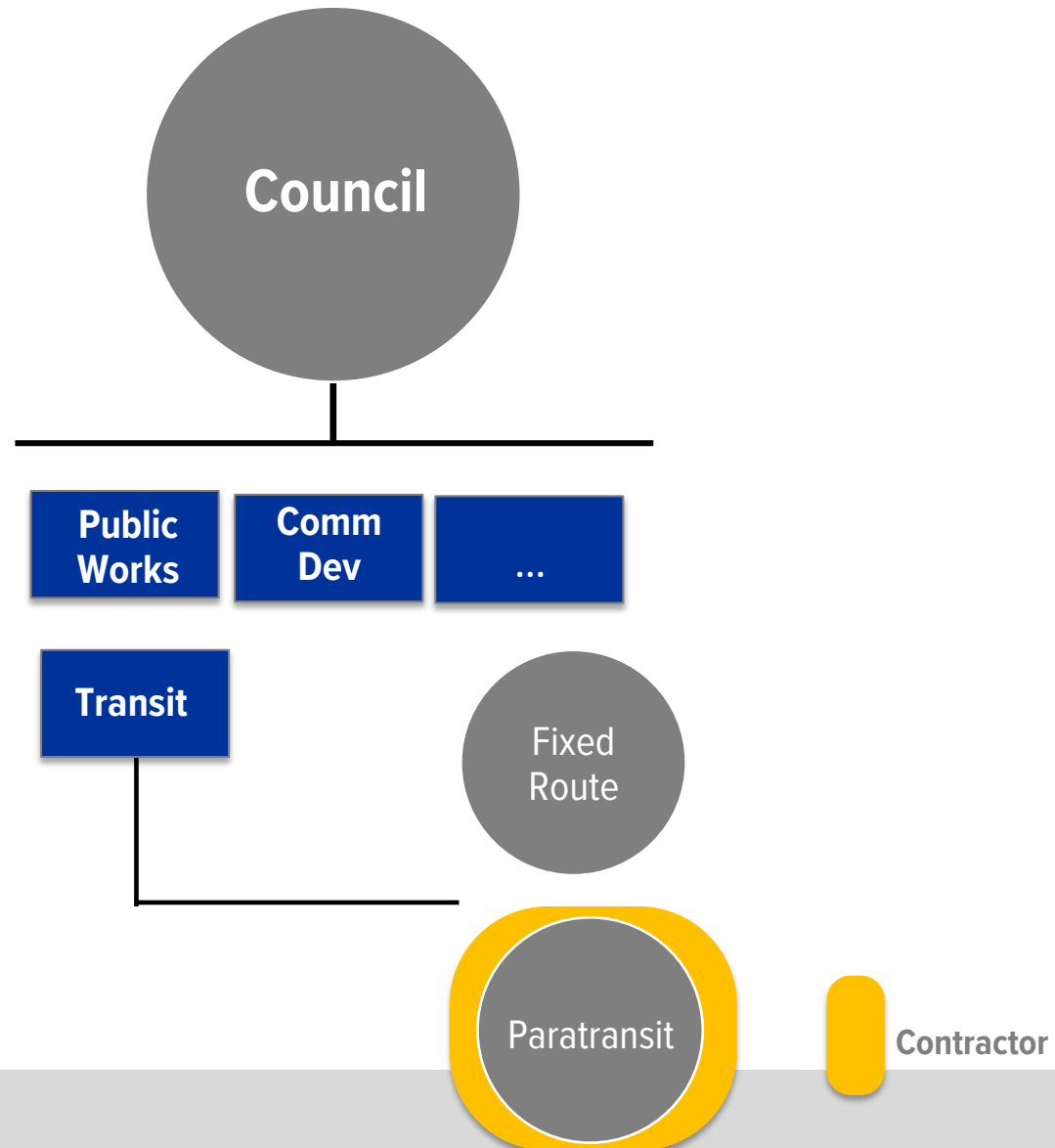


GOVERNANCE

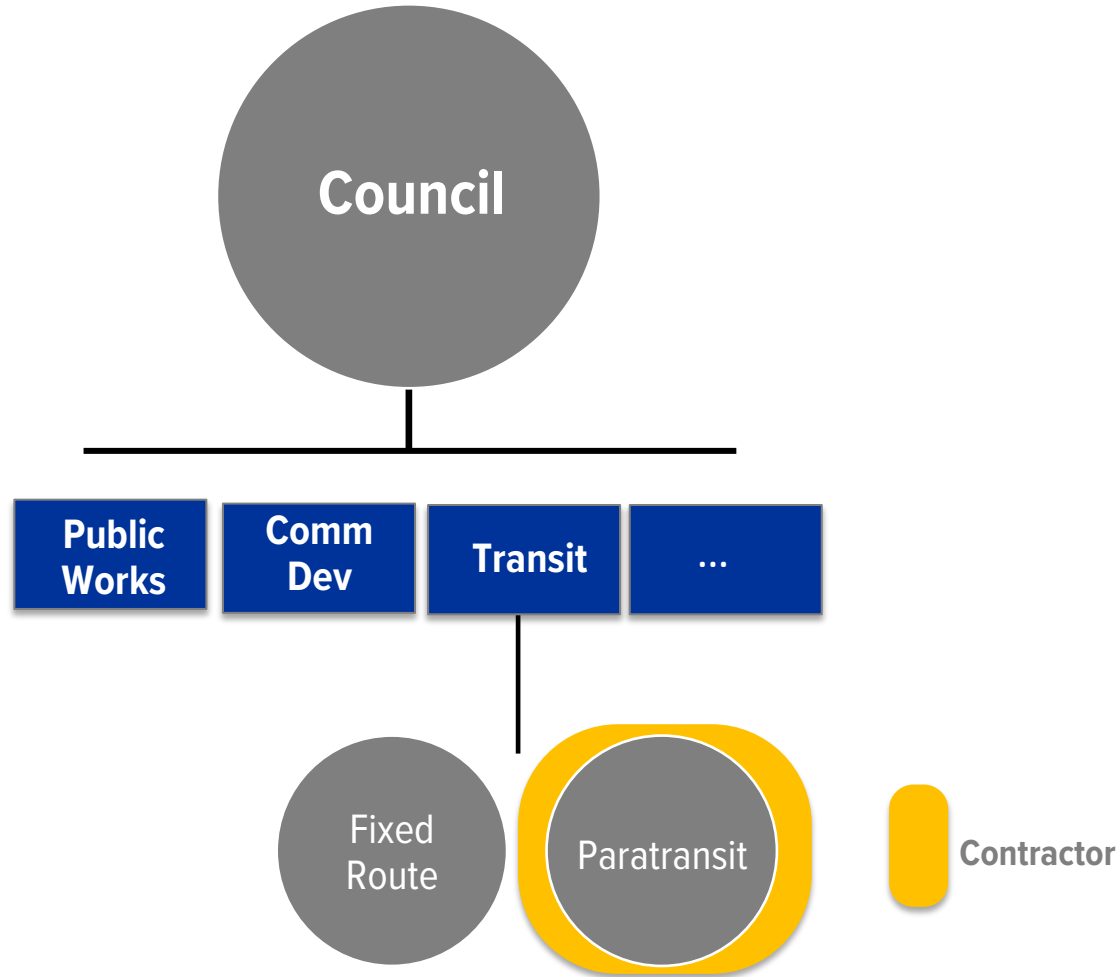
Scope of Work Question

- Does the Current Format of Governance Best Serve Future Needs:
- Questions to Address:
 - Are there shortcomings with the current that should be explored?
 - Is the City Council OK with their roles/responsibilities?
 - Would other options better serve current and potential riders?

Governance Alternatives - Current



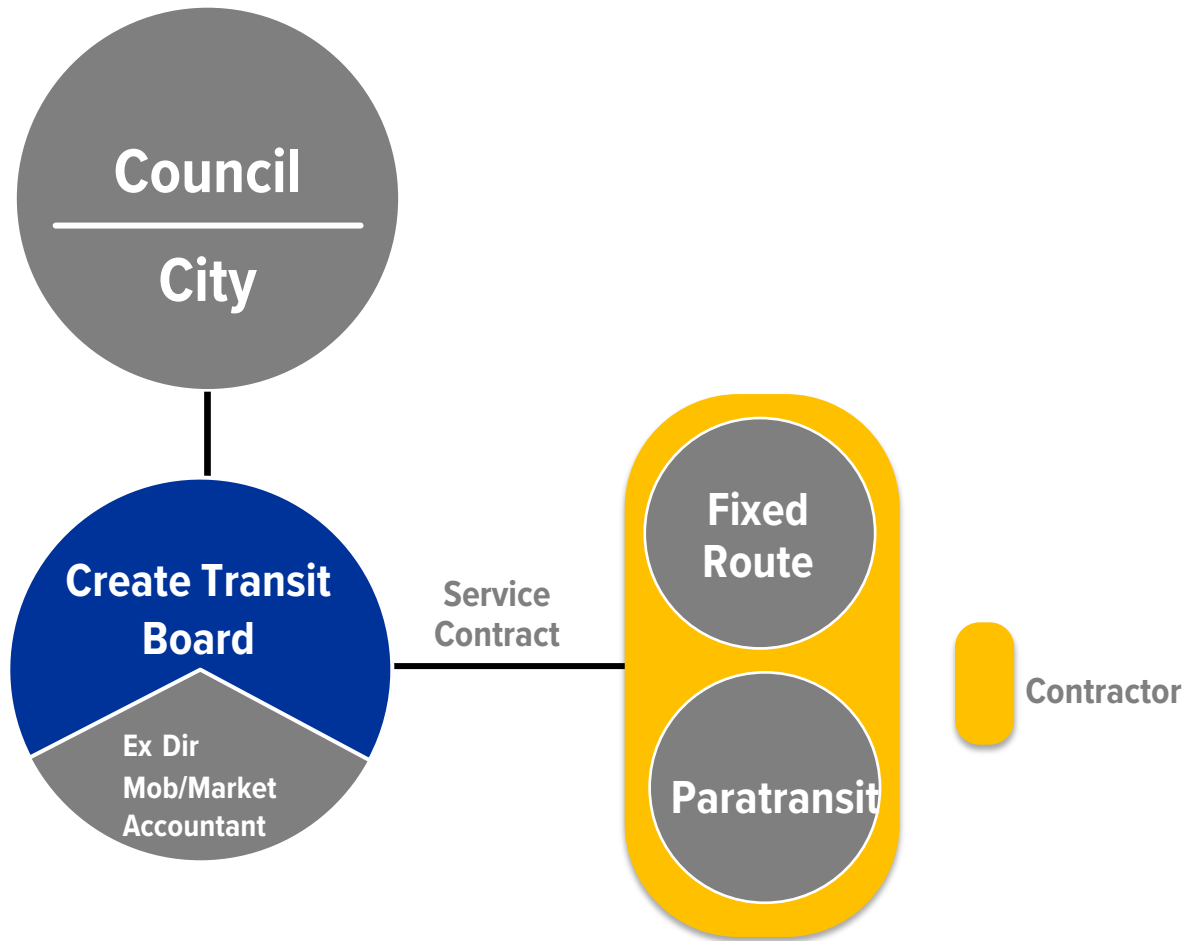
Governance Alternatives – Standalone Department



Discussion

- Adds more direct line to final decision-makers
- Adds more direct reports to city manager?
- Single focus department
- Little impact on support from other departments
- Greater budget visibility

Governance Alternatives – “Bismarck-Mandan” Model

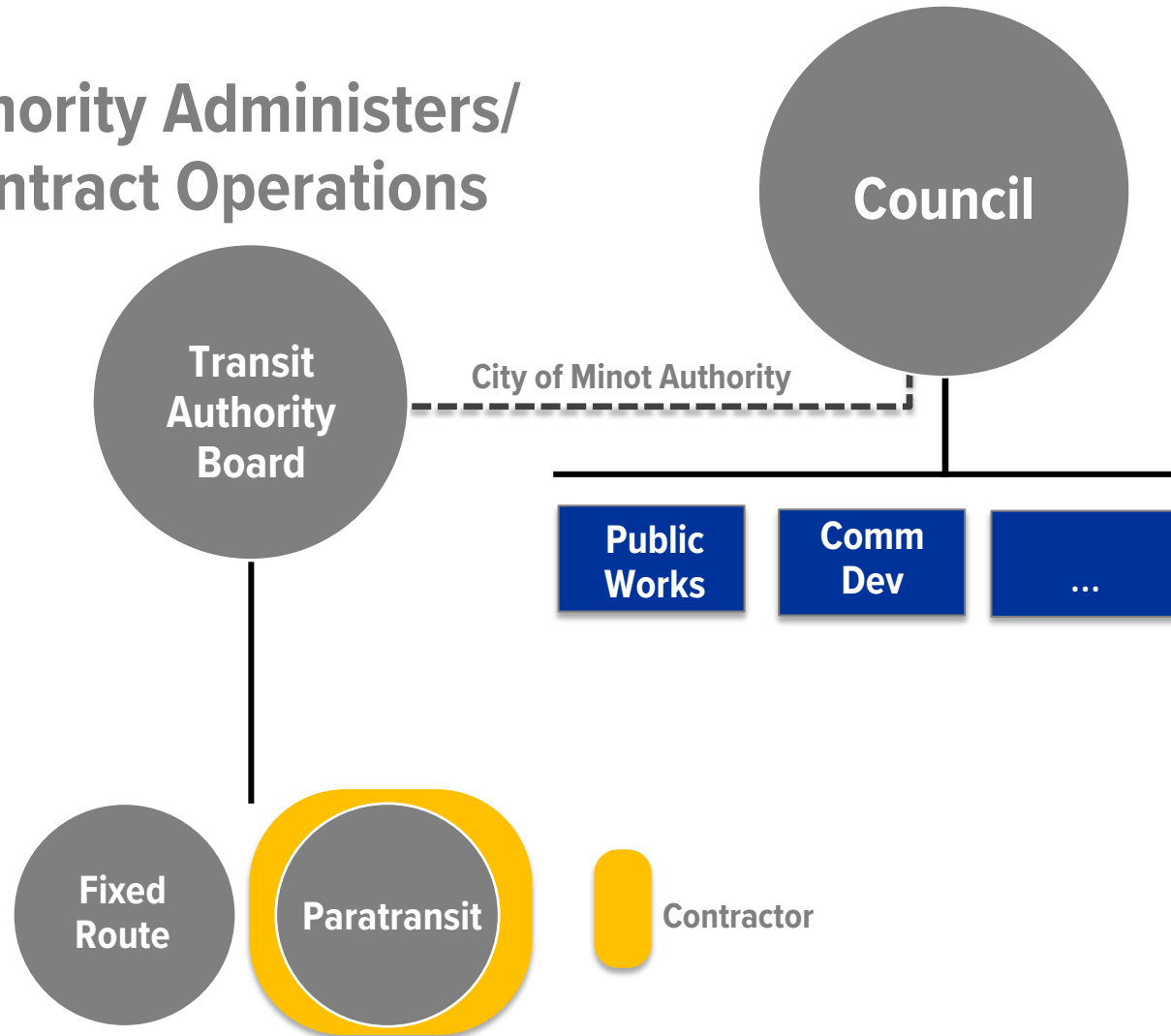


Discussion

- Removes much of day-to-day from City (Is this needed?)
- Contractor or Board is operator? Lends itself for Full Contractor
- Much of current staff could migrate to contractor
- Cost Analysis Needed - Overhead for City Relative to Contractor – Sometimes Contractor Overhead is LOWER

Governance Alternatives – Transit Authority

Authority Administers/ Contract Operations



Discussion

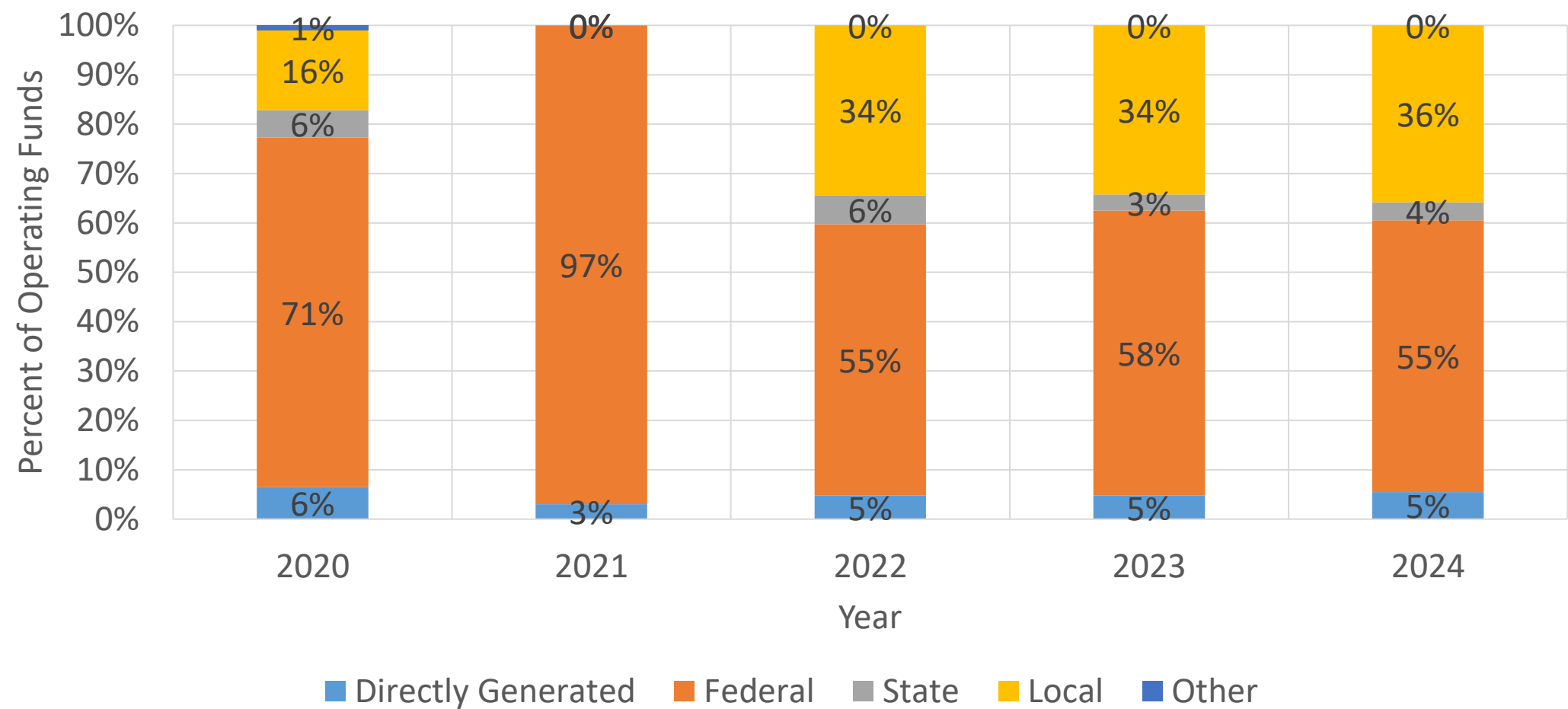
- Independent or City Authority Options
- Independent – Likely much longer development period
- May need to go to legislature to enable
- Maximizes separation of day-to-day city involvement
- Is contracting with Minot for Legal/ Finance/HR logical?

FARE FREE TRANSIT

Fare Structure

Fare Type	Price
Single Ride	\$1.50
Day Pass	\$5.00
10-Ride Ticket	\$10.00
10-Ride Ticket Student/Senior/Disabled	\$8.00
31-Day Pass	\$36.00
31-Day Pass Student/Senior/Disabled	\$28.00
Children under 6 (accompanied by an adult)	Free
All Transfers	Free

Revenue By Source



Fare-Free Service Exploration

What Would it Cost?

- Fixed Route Farebox Revenue (2024): \$77,000
- Paratransit Fare Revenue Also Impacted:
 - Paratransit fares 2X fixed route
- Considerations:
 - Fareboxes require maintenance
 - Fareboxes need to be replaced/Not cheap

Non-Revenue Considerations

- Fareboxes Play Role in Passenger Counting Data Collection
- Likely Increased Use (More Ridership)

Benefits of Fare-free/Zero Fare – Other Agencies

- Increase Mobility for Community Members (Ridership Increased)
- Paratransit – Fare is Typically 2X Fixed Route
- Paratransit – Costs will Increase with Ridership
- More Efficient Operations (**Fixed Route**) – No Money Counting/ Deposits, Maybe no Maintaining Fareboxes, Replacing Fareboxes + More Ridership



Fixed Route



Paratransit



Research

Efficiency = Cost ÷ Riders



**NO
CHANGE**



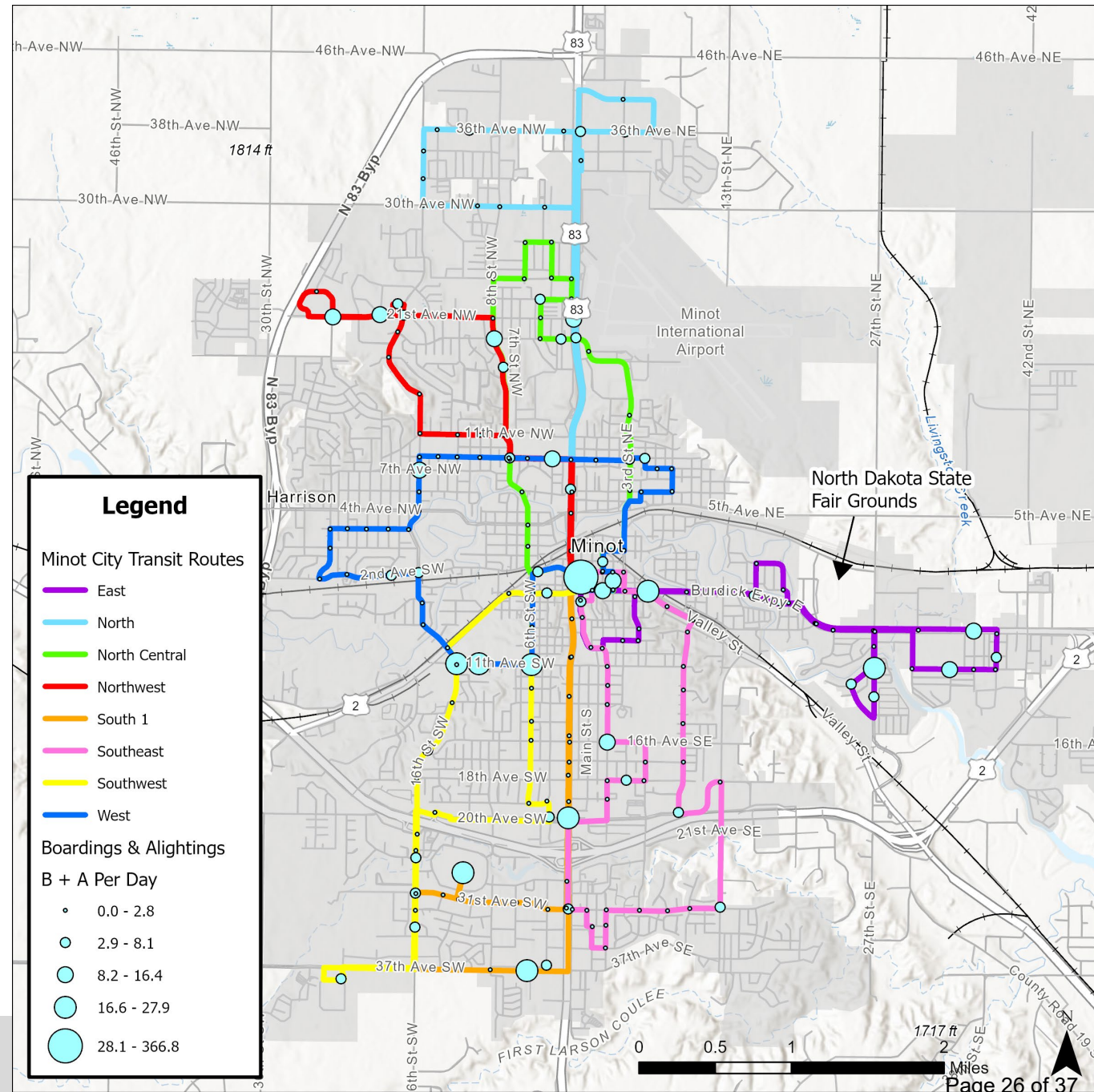
Key Considerations

- Still Need to do some Classification of Passengers? If so, need some Farebox Components
- Paratransit – More Trips? More Cost
- Medicaid NEMT Trips? Are MCT or Souris Basin Contractors?
 - If yes, like lose revenue as agencies stop paying
 - If no, likely take on more trips, but no revenue
- Non-destination riders...Is it a real thing?
 - Require riders to get off at end of the run
 - Set time requirement to get back on

DIGGING INTO THE DETAILS

Transit Activity – Hot Spots

- Top 10 Hot Spots (Excluding Downtown Transit Center):
 - 11th Ave SW & 16th St SW
 - 11th Ave SW & 6th St SW (Jim Hill M.S.)
 - Magic City Campus
 - Burdick Expwy East & Valley Street (Trinity Health)
 - Dakota Square Mall Door 'C'
 - 37th Ave SW & 4th St SW (WalMart)
 - 20th Ave & S Broadway (Marketplace Foods)
 - 27th St SE & El Rio Drive (manufactured home community)
 - Burdick Expwy East & 37th St. SE
 - 11th Ave SE & 35th St SE (manufactured home community)



Top Boardings/Alightings by Stop

Stop Location	B+A Per Day	Percent of Total Daily B+A
11th Ave SW & 16th St SW	28	2.9%
11th Ave SW & 6th St SW (Jim Hill M.S.)	25	2.6%
Magic City Campus	24	2.4%
Burdick Expwy East & Valley Street (Trinity Health)	21	2.2%
Dakota Square Mall Door 'C'	21	2.2%
37th Ave SW & 4th St SW (WalMart)	21	2.2%
20th Ave & S Broadway (Marketplace Foods)	19	1.9%
27th St SE & El Rio Drive (manufactured home community)	18	1.9%
Burdick Expwy East & 37th St. SE	16	1.7%
11th Ave SE & 35th St SE (manufactured home community)	16	1.6%

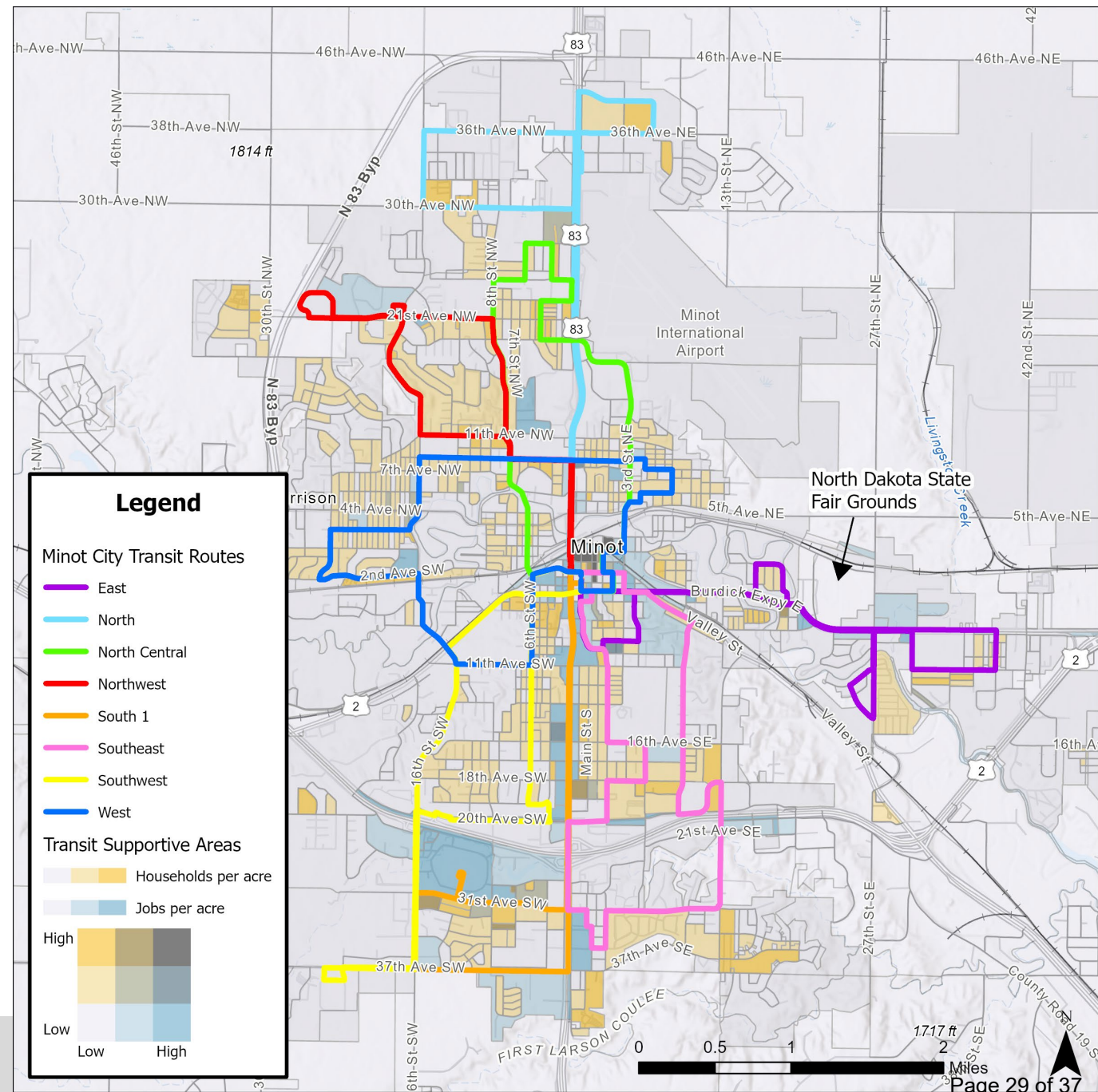
22

- 22



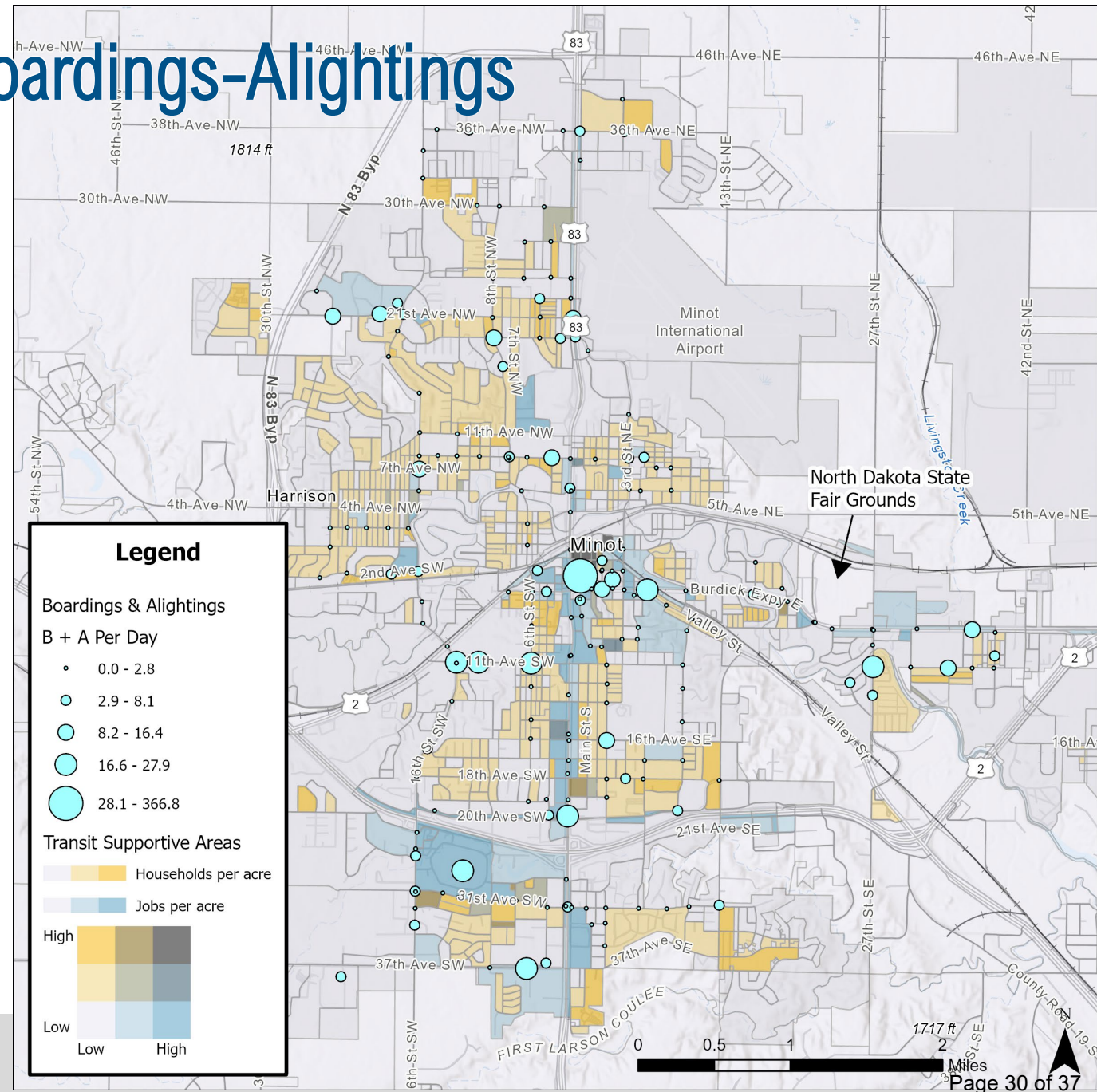
23

- Page 29 of 37



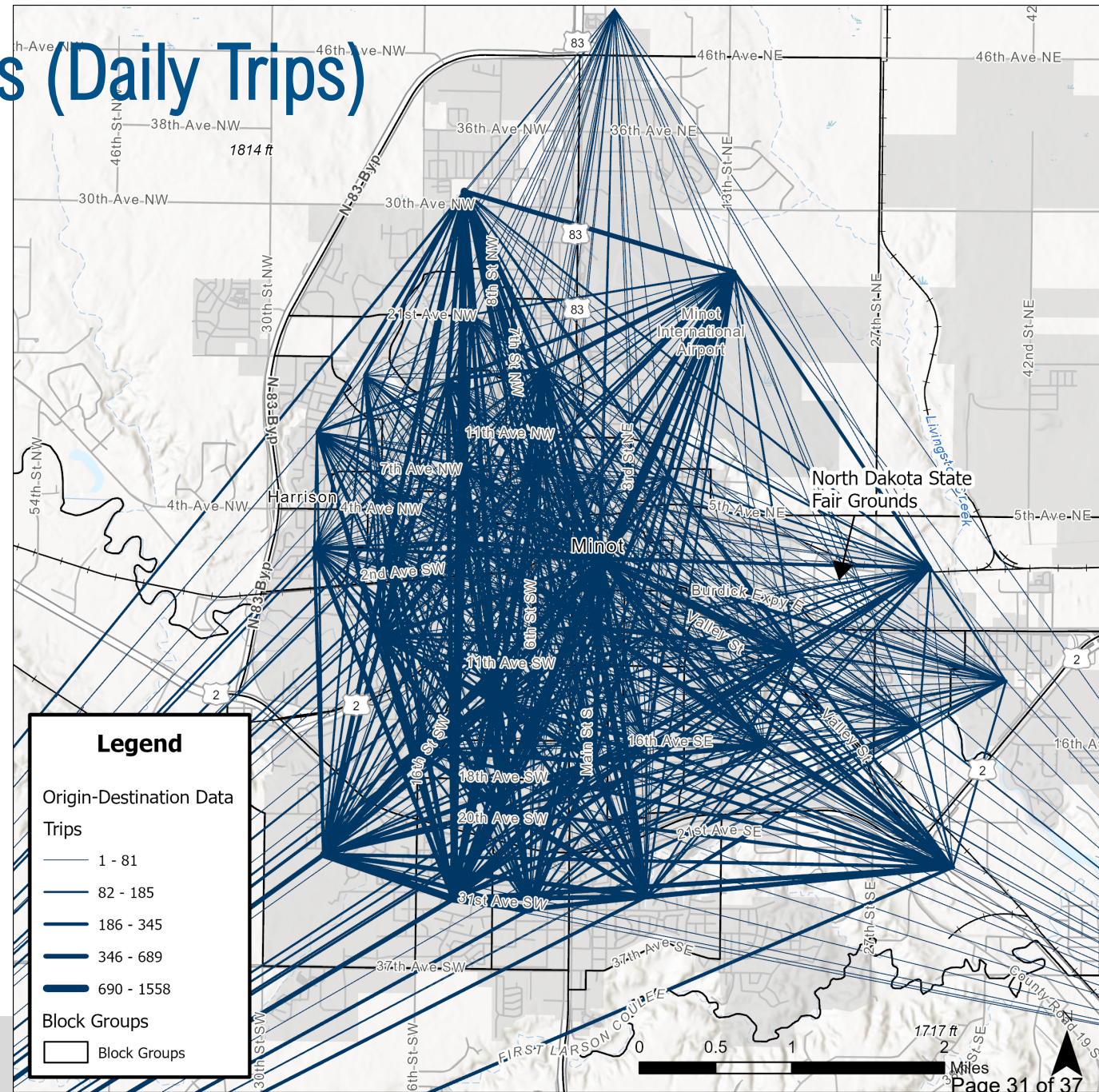
Transit Supportive Areas – Boardings-Alightings

- School Employment is NOT at School Location
- Lighter Density – Generally Less Activity
- Points to Areas for Suggesting/Investigating Changes



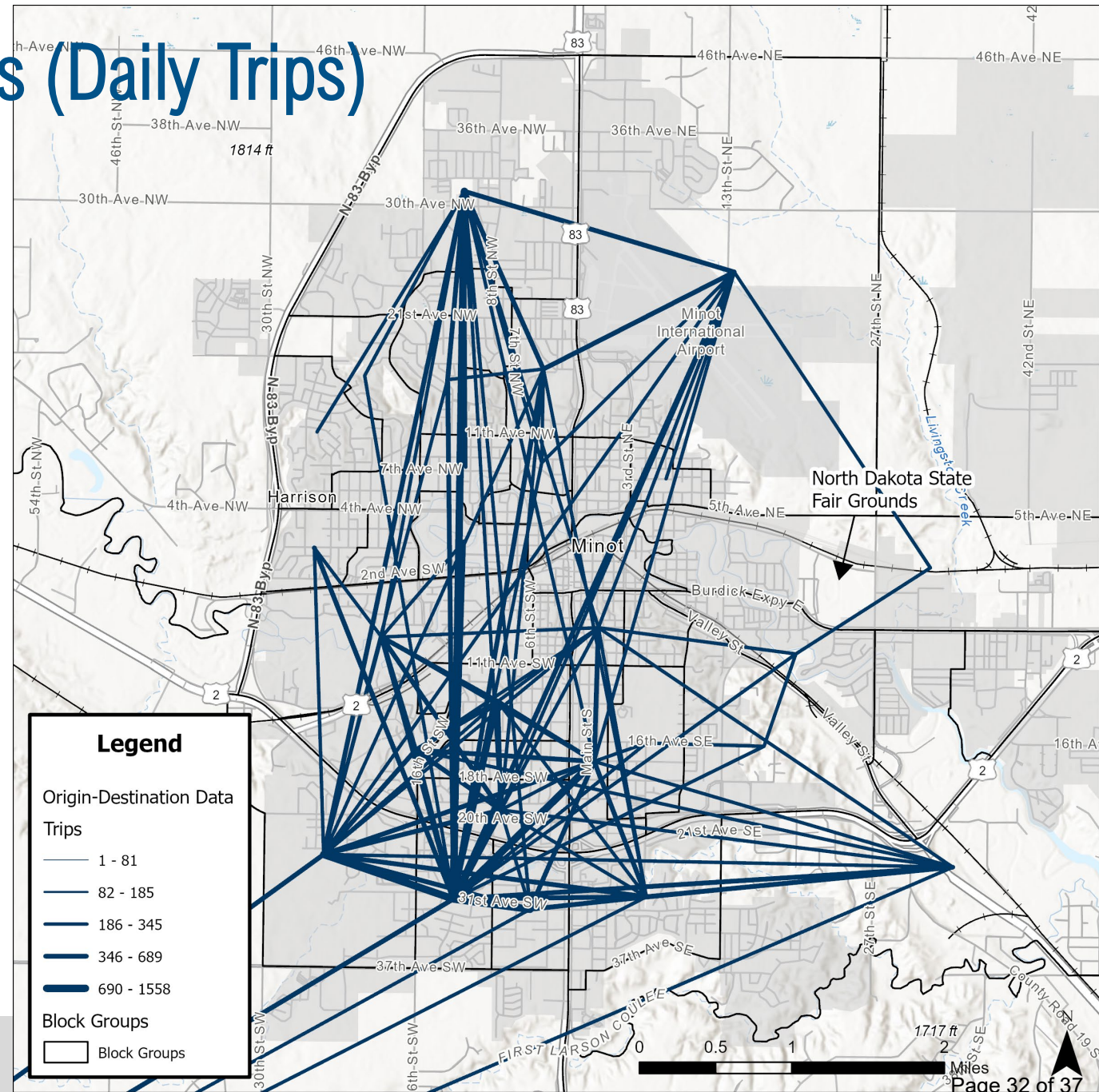
Modeled Origins-Destinations (Daily Trips)

- Replica Model – National Model of Travel
- Lines Represent All Trips



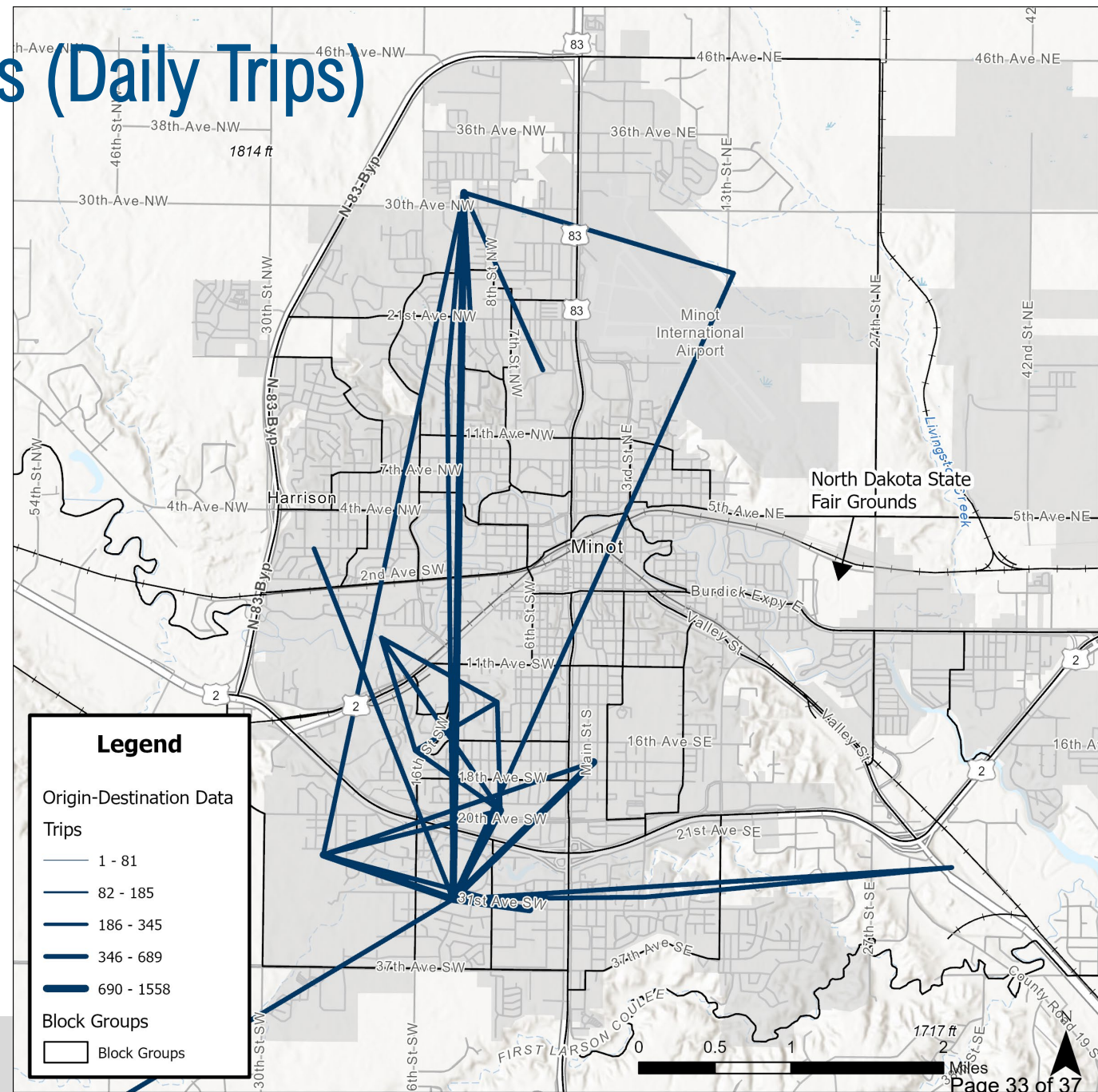
Modeled Origins-Destinations (Daily Trips)

- Replica Model – National Model of Travel
- Lines Represent 200+ Daily Trips



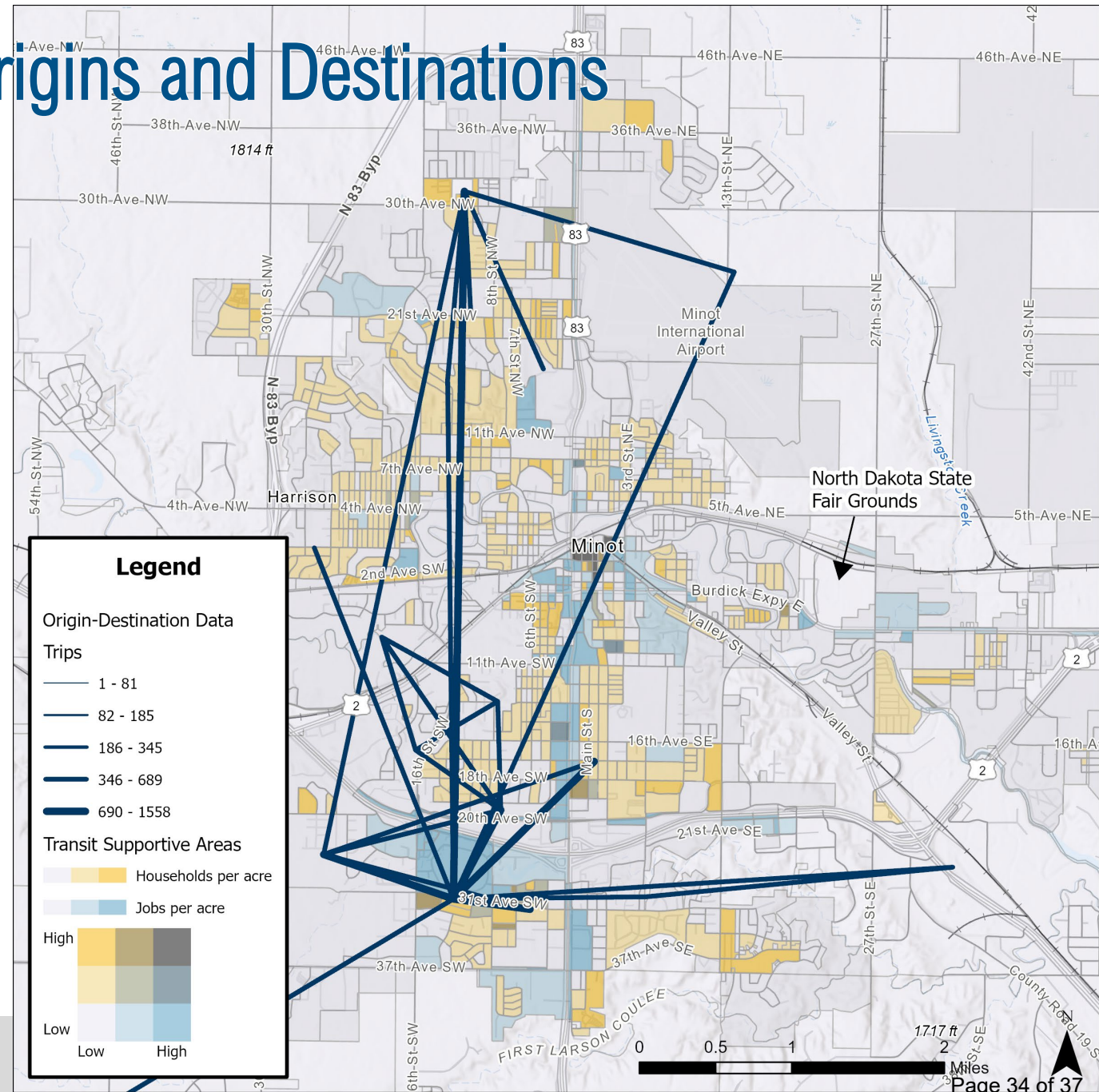
Modeled Origins-Destinations (Daily Trips)

- Replica Model – National Model of Travel
- Lines Represent 400+ Trips Per Day



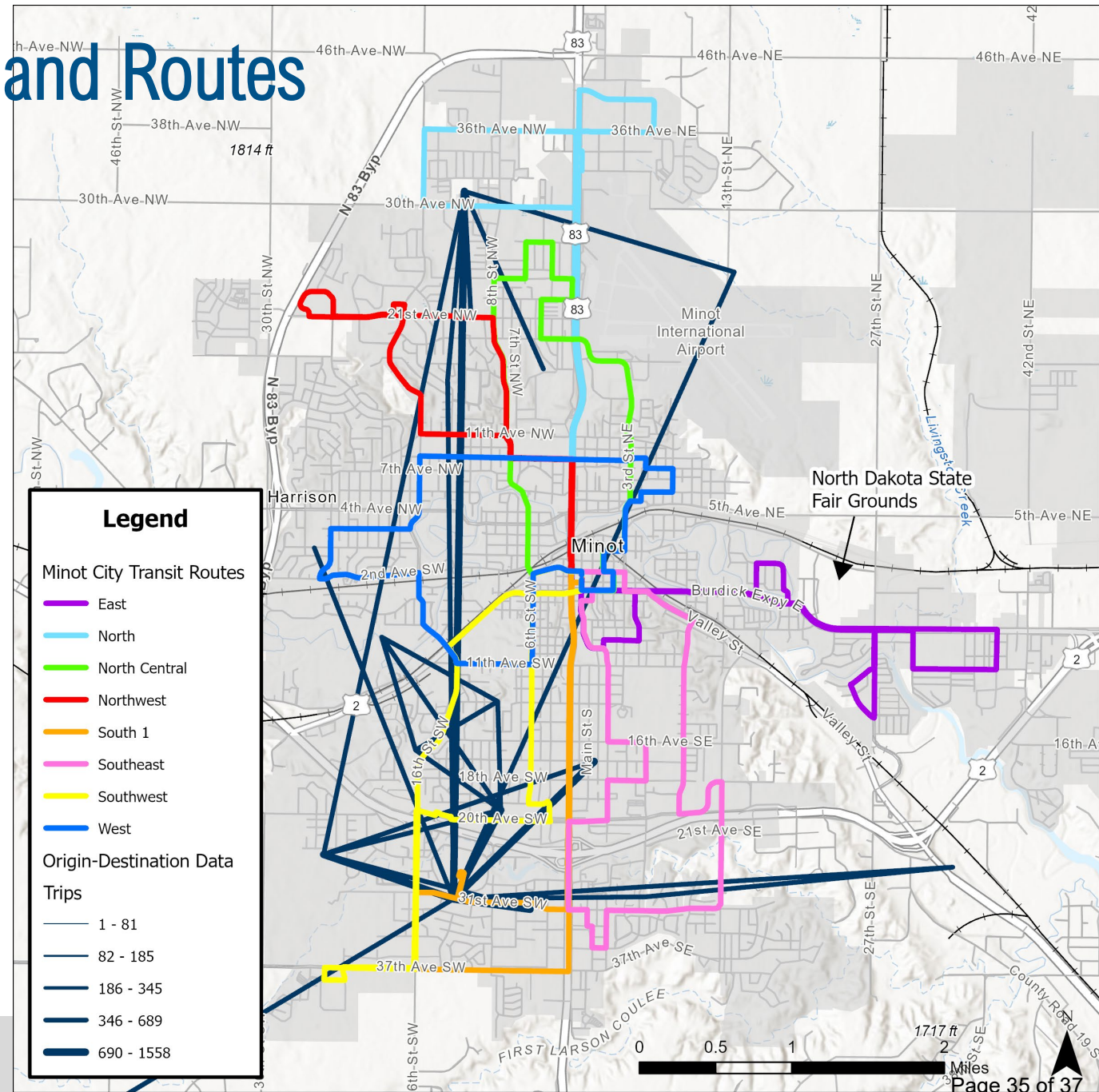
Transit Supportive Areas – Origins and Destinations

- School Employment is NOT at School Location
- Lighter Density – Generally Less Activity
- Points to Areas for Suggesting/Investigating Changes



Replica Origins-Destinations and Routes

- Replica Model – National Model of Travel
- Lines Represent 400+ Trips Per Day
- Overlaid on Routes
- What Does it Tell Us:
 - For most part – Route concept supports travel



Discussion/Wrap-up

- Next Steps:
 - Assess Service Alternatives
 - Refine Fare Free Ideas
 - Refine Governance Concept
 - Public Meeting #1 (January 20 or 21)...Is there a preference?

Contacts

John Van Dyke
CDMPO Executive Director
701-420-4524

John.vandyke@centraldakotampo.org

Bill Troe, Project Manager
SRF Consulting
402-513-2158

btroe@SRFConsulting.com



MINOT, NORTH DAKOTA

TRANSIT DEVELOPMENT PLAN

STEERING COMMITTEE MEETING 3

December 17, 2025

