



Fargo-Moorhead Metropolitan  
Council of Governments

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## 3<sup>rd</sup> Meeting of the MATBUS Coordination Committee

January 15, 2025 | 9:00 – 10:00 am  
Location: Metro COG Conference Room/Zoom

[Click here to join the meeting](#)

Meeting ID: 890 6859 5689

Passcode: 669108

1. Call to Order and Introductions
  - a. Approve Order and Contents of the Overall Agenda
  - b. Review and Action on Minutes from December 3, 2024
2. Action Items
  - a. MATBUS Coordination Committee Bylaws – **Chair White**
  - b. MATBUS Representation on Metro COG’s Transportation Technical Committee – **Julie Bommelman**
  - c. Metropolitan Planning Memorandum of Agreement (MOA)(3-C) – **Julie Bommelman**
  - d. Budget Adjustment Request to Add Allocated Indirect Costs to New Revenue and Expense Financial Model – **Susan Thompson**
  - e. 2025 Disadvantaged Business Enterprise (DBE) Program – **Shaun Crowell**
  - f. Federal Funds Distribution between Fargo and Moorhead – **Julie Bommelman**
3. Informational Items
  - a. Vehicle Leasing and Insurance Update – **Jordan Smith**
  - b. Ridership Update – **Luke Grittner**
  - c. Safety and Security Update – **Cole Swingen**
  - d. 2025 MATBUS Marketing Plan – **Taaren Haak**
4. Other Business

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Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG’s programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least 48 hours in advance of the meeting if any special accommodation is required for any member of the public to be able to participate in the meeting.

A PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

# Agenda Item 1b

**2<sup>nd</sup> Meeting of the  
Transit Coordination Committee  
December 3, 2024 – 8:30 AM  
Metro COG Conference Room/Zoom**

**Members Present:**

Deb White, Moorhead City Council, Chair  
Denise Kolpack, Fargo City Commission  
Julie Bommelman, Fargo Transit Director  
Susan Thompson, Fargo Finance Director  
Jenica Flanagan, Moorhead Finance Director  
Mike Rietz, Moorhead Assistant City Manager  
Peyton Mastera, Dilworth City Administrator  
Brit Stevens, NDSU Transportation Manager  
Ben Griffith, Metro COG Executive Director

**Members Absent:**

John Strand, Fargo City Commission  
Ryan Nelson, Moorhead City Council  
Dustin Scott, West Fargo City Administrator

**Others Present:**

Adam Altenburg, Metro COG  
Shaun Crowell, MATBUS  
Cindy Girdner, Valley Senior Services  
Luke Grittner, MATBUS  
Taaren Haak, MATBUS  
Aiden Jung, Metro COG  
Chelsea Levorsen, City of Fargo  
Ian McLean, City of Fargo  
Matt Pinotti, Transdev  
Jordan Smith, MATBUS  
Cole Swingen, MATBUS  
Lori Van Beek, MATBUS  
Megan Zahradka, City of Moorhead

**1a. Review and Action on Minutes from November 19, 2024**

A motion to approve the minutes for November 2024 was made by Ms. Kolpack and seconded by Ms. Bommelman. The motion was voted on and unanimously approved.

Mr. Rietz arrived at 8:33 AM.

**1b. Discussion on Committee Name**

Ms. White explained that with the disbanding of the MAT Coordinating Board, transit staff and others have been looking for a permanent name for the new Transit Coordination Committee. She noted that transit staff were looking to prevent confusion between the Transit Coordination Committee (TCC) and Metro COG's Transportation Technical Committee (TTC).

Ms. Bommelman noted that, besides keeping the current name, other committee name options were the Metro Area Transit Coordination Committee or the MATBUS Coordination Committee.

Chair White asked if committee members had any other naming recommendations. No other recommendations were made.

Chair White asked for a hand vote on which name committee members would like moving forward. She noted that a majority were in favor of renaming the Transit Coordination Committee to the MATBUS Coordination Committee for future meetings.

### **1c. 2025 Meeting Time/Date Discussion**

Chair White explained that, prior to the previous meeting in November, a poll was sent out asking which meeting dates and times worked best for committee members. Mr. Swingen noted that the time that worked for most committee members was the third Wednesday of the month from 9:00 to 10:00 AM, followed by the third Tuesday of the month from 9:00 to 10:00 AM.

Chair White asked for a hand vote on which date worked best for committee members moving forward. She noted that a majority were in favor of meeting on the third Wednesday of the month beginning in January 2025.

### **2a. Review and Approval of the 2025 Transit Cost Allocation Plan**

Mr. Swingen reviewed the 2025 Cost Allocation Plan with the committee. He noted that with the completion of the Transit Reorganization Study and approval of an interim Joint Powers Agreement (JPA), MATBUS has developed a Cost Allocation Plan to split transit costs and revenue between benefiting parties within the MATBUS service area. He explained that the approach to sharing system costs and revenues was overhauled to ensure an equal allocation across all benefit entities.

Mr. Swingen stated that cost-sharing principles were developed in close collaboration between the City of Fargo and the City of Moorhead and led to the development of a new methodology that splits costs by one of four metrics: revenue hours of the total system, revenue hours of the fixed route system, revenue miles of the total system, and paratransit ridership of the paratransit system. He noted that this framework will be implemented with CY25 budget cycles, with the notion that these new systems may course correct over time. He concluded by stating that the cost Allocation Plan was initially reviewed at the Transit Coordination Committee meeting on November 19.

A motion to approve the 2025 Transit Cost Allocation Plan was made by Ms. Kolpack and seconded by Mr. Mastera. The motion was voted on and unanimously approved.

### **3a. 2025-2026 LinkFM Service Considerations**

Mr. Swingen informed the committee that LinkFM began as a free daily circulator route between downtown Fargo and downtown Moorhead in 2015. He explained that in 2020, LinkFM was changed to an episodic service for certain downtown community events, with operating costs shared equally between Fargo and Moorhead. In addition, he noted that Moorhead operates and pays for LinkFM to Bluestem Center for the Arts during certain community-wide events, connecting to Route 5 at the Azool Hornbachers under episodic service funded through MnDOT. He stated that 2024 ridership on LinkFM was 4,091, with an average cost of \$2.29 per ride.

Mr. Swingen explained that, with the demolition of the Moorhead Center Mall and redevelopment of that area of downtown Moorhead, construction will affect available existing parking and current LinkFM bus stops. He stated that transit staff would like to discuss whether LinkFM service should be adjusted, temporarily suspended, or eliminated. He noted that, per MATBUS policy on fare and route changes, eliminating LinkFM would be a major route change requiring a public hearing and approval by the Fargo City Commission and Moorhead City Council. He also provided more detailed ridership statistics for the seven events during which LinkFM operated in 2024, ranging from \$1.34 to \$25.78 per ride based on ridership totals at each event.

Ms. Van Beek explained that, under the new 2025 cost allocation formula, the cost per revenue hour for fixed route service is estimated at \$22,065. Of this amount, Fargo's share would be \$8,165 and Moorhead's share would be \$13,900 (Downtown \$8,165 and Bluestem \$5,735). She noted that with estimated ridership of 4,400 in 2025, the cost per ride on LinkFM would be \$5.01.

Ms. Kolpack asked whether MATBUS would bring back an optimized or hybrid service schedule that accounts for the events with the highest LinkFM ridership and lowest cost per ride such as the Downtown Fargo Street Fair, Trollwood Events, and Pride in the Park. Mr. Swingen responded that eliminating events from LinkFM's schedule may affect federal funding rules for what is considered episodic service, versus what is considered charter service.

Chair White asked whether LinkFM could serve peak hours rather than the entire day for events with higher costs per ride. Mr. Swingen said that that could be a possibility. Ms. Bommelman added that certain guidelines would need to be followed, and that this would need to be advertised ahead of time. Ms. Van Beek also added that employees and volunteers at events often use LinkFM during non-peak hours so as not to take up additional parking spaces available near event sites.

Chair White whether the committee had any additional thoughts. Ms. Thompson stated that she would be in favor of looking at ways to reduce the costs of LinkFM service, knowing that there may be federal restrictions that transit staff would need to look at first. Chair White also noted that she and others on the committee could reach out to event organizers to get their thoughts and opinions on transit needs.

### **3b. North Dakota Legislative Update**

Ms. Bommelman informed the committee that the City of Fargo Transit and Finance Directors met with local legislators on November 22 to discuss transit funding and investment within North Dakota. She emphasized that the four urban transit providers (Fargo, Grand Forks, Bismarck, and Minot) are jointly pursuing additional funding from the state which would not impact existing state aid programs for rural and urban transit providers.

Ms. Bommelman explained that their research suggests the need for annual state funding of \$5 million to \$8 million, and noted that Cass County has 38.5 percent of all transit riders in the state but receives less than 15 percent of state funding. She also noted that 4,700 households in Cass County are without vehicles, many of whom utilize transit to reach jobs. She concluded by providing examples of potential sources of new funding such as commerce or workforce initiatives, new fees on vehicle registrations (i.e. \$5/vehicle), or health and human services funds for social service aspects.

### **3c. 2026 Driver Services**

Mr. Smith explained that MATBUS has executed its final option with Transdev, a private sector operator that provides fixed route dispatch and driver services. He stated that the contract with Transdev will be in effect until the end of 2025, but that transit staff has been working to garner support to potentially transition contracted driver services staff to city employees. He noted the main challenge was that a decision on whether to transition driver services to city employees or continue with contracted services would need to be made early in the next budget process, likely by March or April 2025, and that it would be difficult to change course once a decision was made.

Mr. Smith explained several of the benefits that MATBUS sees in transitioning driver services in-house including the promotion of a one-team culture, better benefits packages, upward mobility, higher quality service, and potential cost savings. He concluded by saying transit staff would provide more information including job descriptions, pay rates, and other details that it would take to bring driver services in-house at a future committee meeting.

Mr. Mastera asked if transit staff felt comfortable that there was enough time to effectively bring on 100 new city employees in three to four months' time. Mr. Smith responded that MATBUS and the City of Fargo have been in discussions about driver services for the past two to three years and felt they would have time to put together the information required for a recommendation in early 2025.

Chair White asked whether transit staff knew the pay implications in transitioning contracted driver services staff to city employee and whether it would be detrimental to other positions requiring CDLs. Mr. Smith responded that the proposed grade that drivers would be starting out on is higher than what Transdev currently provides, plus added benefits that the city would offer. He noted that there would still be some natural staffing turnover but that it would likely be less than it is today.

### **4. Other Business**

Chair White noted that this would be Lori Van Beek's last meeting as Moorhead's Transit Manager. She and the committee thanked Lori for her 42 years of service in local transit operations.

Chair White stated that the next MATBUS Coordination Committee meeting would be held Wednesday, January 15 at 9:00 AM.

Chair White adjourned the meeting at 9:34 AM.

## **MATBUS COORDINATION COMMITTEE BYLAWS**

The MATBUS Coordination Committee, hereinafter referred to as the “Committee”, does hereby adopt these bylaws that shall govern its internal operations.

**MEMBERSHIP:** The Committee is comprised of twelve (12) voting members. The appointment of voting members shall be as follows:

Fargo: two (2) members of City Commission; Finance Director; Transit Director

Moorhead: two (2) members of City Council; Finance Director; one Administrative Designee

West Fargo: One Administrative Designee

Dilworth: One Administrative Designee

NDSU: One Administrative Designee

METROCOG: Metro COG Director

**MEETINGS:** The Committee shall meet on a monthly basis; or as deemed necessary to adequately and efficiently conduct business.

**CHAIRPERSON:** The Committee shall appoint a Chairperson who shall serve for a term of two years. The Chairperson may not be elected to consecutive terms as Chairperson. The Chairperson shall preside over all Committee meetings. If the Chairperson is unavailable to be present for a meeting, the Committee shall identify a member to preside over the meeting.

**QUORUM:** The presence of seven (7) voting Committee members will constitute a quorum for the transaction of official Committee business. Committee members may appear remotely and will count toward a quorum.

**VOTING:** Decisions of the Committee shall be determined by a vote of the majority of those members present at a meeting. All voting members are entitled to one equal vote at any regular or special meeting. The Chairperson shall be entitled to vote. There shall be no voting by proxy.

**CONFLICT OF INTEREST:** A member declaring a conflict of interest concerning a matter before the Committee shall declare such conflict at the time the matter is introduced for consideration and shall not vote nor participate in the discussion of the matter. The Committee may vote to allow the member declaring conflict to participate in discussion and cast a vote. The Committee member declaring the conflict may remove oneself from the table and participate in the discussion as a member of the public if members of the public are able to speak on the matter.

**OPEN MEETINGS:** All Committee meetings shall be open to the public.

**SPECIAL MEETINGS:** Special meetings may be convened by the Committee to conduct urgent business to a request by the Chairperson or three (3) members of the Committee.

## Item 2a

**AGENDA:** An agenda shall be prepared prior to each regular and special meeting of the Committee, and such agenda shall be posted on the City of Fargo's , City of Moorhead's, and Metro COG's websites prior to the meeting.

**MINUTES:** Minutes of the meeting proceedings shall be documented and approved by the Committee. Staff of the Fargo Moorhead Metropolitan Council of Governments shall be responsible for keeping and filing of Committee minutes.

**RULES OF ORDER:** Except as otherwise required, the Rules of Order shall be in accordance with the latest edition of ROBERT RULES OF ORDER REVISED.

**ADVISORY/AD-HOC COMMITTEES:** As needed, the Committee may direct staff from the City of Fargo, City of Moorhead, or Metro COG to form ad-hoc or permanent sub-committees to carry out various technical investigations or engage in other business related to the interest of the Committee. Membership on such committees shall be approved by the Committee and any advisory and/or ad-hoc committee shall report directly to the Committee.

**AMENDMENT AND REPEAL:** Except when in conflict with law, these bylaws may be amended or repealed from time to time by the affirmative vote of a majority of the appointed Committee members at a regular or special meeting. Said bylaws may be made inoperative regarding any particular subject matter by the affirmative vote of a majority of Committee members.



# Memorandum

**To:** Transit Coordinating Committee

**From:** Julie Bommelman, Transit Director

**Date:** January 15, 2025

**RE:** *MATBUS Representation on the Transportation Technical Committee (Metro COG)*

The Transportation Technical Committee (TTC) at MetroCOG currently has two members representing Transit (one from Fargo and one from Moorhead). With the retirement of the Moorhead Transit Manager, it has been suggested rather than tying membership to each City, we transition to having two members representing Transit from MATBUS (see attached).

The proposed change will be brought to the next MetroCOG Policy Board meeting.

**Requested motion:** Approve the suggested change of having two MATBUS representatives instead of one Transit representative from Fargo and one Transit representative from Moorhead to be members of the Transportation Technical Committee.



[letterhead]

January \_\_, 2025

To: Members of the F-M Metro COG Policy Board

Re: Proposed Amendment to the Transportation Technical Committee (TTC) Bylaws

I was approached by some MATBUS members of our TTC recently and they asked if we could revise our TTC Bylaws to allow 2 representatives from MATBUS in lieu of one from Fargo Transit and one from Moorhead Transit. MATBUS has become a “large urban” transit agency from FTA, part of which has required them to restructure into a single agency. The City of Fargo is now the dedicated sub-recipient and Moorhead MATBUS staff are in the process of transitioning from the City of Moorhead to the City of Fargo. There is still a lot to do, but the bulk of the work has been done and the changes are already in motion.

I worked with our legal counsel to make the requested changes to Section 3.1.1 of the TTC Bylaws (as shown on the attached page), which will be placed on the agenda for the Policy Board’s next regular meeting for discussion and action.

This letter provides written notice to you of the proposed change, as required by Section 9.1 of the TTC Bylaws.<sup>1</sup>

Sincerely,

Ben Griffith, AICP, CFM, CNU-A, CPTED, CS, RSCP  
Executive Director

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<sup>1</sup> 9.1. “The TTC Bylaws may be amended by a majority vote of the Policy Board voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.”

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# Memorandum

**To:** Transit Coordinating Committee

**From:** Julie Bommelman, Transit Director

**Date:** January 15, 2025

**RE:** *Metropolitan Planning Memorandum of Agreement (MOA)(3-C)*

One of the federal requirements is the adoption of a planning Memorandum of Agreement (MOA) between the State Departments of Transportation, the Metropolitan Planning Organization (MPO) and the Public Transportation Provider(s). The agreement states these entities agree to cooperatively undertake a continuing and comprehensive transportation planning and programming process for the defined metropolitan planning area. The process will be completed in accordance with state and local goals for urban planning, the provisions of 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450, as amended, and the provisions of the Memorandum of Agreement, in which it is mutually agreed that each agency has responsibilities outlined within the MOA.

As the operator for Public Transportation, we participate in the continuing, cooperative, and comprehensive transportation planning process and are the designated recipients of Federal funds under title 49 U.S.C. Chapter 53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, however that does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation.

NDDOT and MnDOT have signed a separate MOA designating NDDOT as the Lead Agency in the administration of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning funds and the overall management of the planning programs of the local MPO.

With the retirement of the Moorhead Transit Manager, it is suggested the Fargo Transit Director be designated as the Public Transportation Operator to sign the attached agreement, noting the obligation is to participate in planning efforts within the metropolitan planning area and that nothing in this MOA shall be construed to limit or affect the legal authorities of the parties or require the parties to perform beyond their respective authority.

**Requested motion:** Approve the Fargo Transit Director as the Public Transportation Operator's designee to sign the attached Metropolitan Planning Memorandum of Agreement, pending City of Fargo City Commission approval.

## **Memorandum of Agreement Covering Metropolitan Planning within the Fargo-Moorhead Metropolitan Area**

This Memorandum of Agreement (MOA) is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter NDDOT, the state of Minnesota, acting by and through its Commissioner of Transportation, hereinafter MnDOT, and Fargo-Moorhead Metropolitan Council of Governments, hereinafter MPO, the city of Fargo, and the city of Moorhead, the cities are hereinafter collectively Public Transportation Operators.

WHEREAS, joint responsibilities for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process is defined and required by the United States Department of Transportation (USDOT) in regulations at *23 CFR 450 Subpart A – Transportation Planning and Programming Definitions; 23 CFR 450 Subpart C – Metropolitan Transportation Planning and Programming*, 23 U.S.C. 134; and 49 U.S.C. 5303; and

WHEREAS, the regulations at *23 CFR 450.314 – Metropolitan Planning Agreements* and *49 CFR 613 – Metropolitan Transportation Planning and Programming* direct that the Metropolitan Planning Organization (MPO), States, and Public Transportation Operator shall cooperatively determine their mutual responsibilities for carrying out the 3-C process and clearly identify them in a written agreement; and

WHEREAS, the Public Transportation Operators are the public entities which participate in the continuing, cooperative, and comprehensive transportation planning process in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303, and are the designated recipients of Federal funds under title 49 U.S.C. Chapter 53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation; and

WHEREAS, NDDOT and MnDOT have signed a separate Memorandum of Agreement designating NDDOT as the Lead Agency in the administration of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning funds and the overall management of the planning programs of the MPO; and

WHEREAS, nothing in this MOA shall be construed to limit or affect the legal authorities of the parties or require the parties to perform beyond their respective authority,

NOW, THEREFORE, the NDDOT, MnDOT, MPO, and Public Transportation Operators agree to cooperatively undertake a continuing and comprehensive transportation planning and programming process for the defined metropolitan planning area. The process will be completed in accordance with state and local goals for urban planning, the provisions of 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450, as amended, and the provisions of this Memorandum of Agreement, in which it is mutually agreed that each agency has the following responsibilities:

### ***I. Statewide Transportation Plan and Modal Plans***

#### **A. NDDOT and MnDOT**

- Solicit input from the MPO and Public Transportation Operators early in the development of the Statewide Transportation and Modal Plans.

- Provide an opportunity for the MPO and Public Transportation Operator to review and comment on the draft and final Statewide Transportation and Modal Plans.
- Periodically update the Statewide Transportation and Modal Plans after soliciting input from the MPO and Public Transportation Operators and providing an opportunity for the MPO and Public Transportation Operators to review and comment on such updates.
- Conduct periodic regional meetings on the Statewide Transportation and Modal Plans seeking assistance from the MPO and Public Transportation Operators in accordance with NDDOT and MnDOT Public Participation Procedures.
- Coordinate all public meetings with NDDOT and MnDOT Public Participation Procedures and the MPO Public Participation Plan.
- Coordinate the Statewide Transportation and Modal Plans with the MPO's Metropolitan Transportation Plan (MTP).

#### **B. Metropolitan Planning Organization and Public Transportation Operators**

- Provide input into the development of the Statewide Transportation and Modal Plans and any subsequent updates.
- Review and comment on the draft Statewide Transportation and Modal Plans and subsequent updates.
- Assist and participate in periodic regional meetings.
- Coordinate with NDDOT and MnDOT in all public meetings in accordance with NDDOT and MnDOT Public Participation Procedures and the MPO's Public Participation Plan.
- Review coordination of the Statewide Transportation and Modal Plans with the MTP.

### ***II. MnDOT District-Level Transportation Plan***

#### **A. MnDOT**

- Coordinate with the MPO and Public Transportation Operators in the cooperative development of the district-level transportation plans that impact the metropolitan planning area.
- Provide an opportunity for the MPO and Public Transportation Operators to review and comment on the district-level transportation plans that impact the metropolitan planning area.
- Periodically update the district-level transportation plans that impact the metropolitan planning area, in cooperation with the MPO and Public Transportation Operators and provide an opportunity for the MPO and Public Transportation Operators to review and comment on such updates.
- Coordinate all public meetings with MnDOT's Public Participation Procedures and the MPO's Public Participation Plan.

- Coordinate the district-level transportation plans that impact the metropolitan planning area with the MPO's MTP.

**B. Metropolitan Planning Organization and Public Transportation Operators**

- Provide input into the development of the district-level transportation plans that impact the metropolitan planning area and any subsequent updates to those plans.
- Review and comment on the draft and final district-level transportation plans that impact the metropolitan planning area and any subsequent updates to those plans.
- Assist and participate in all public meetings regarding the district-level transportation plans that impact the metropolitan planning area.
- Review coordination of the district-level transportation plans that impact the metropolitan planning area with the MTP.

**III. Metropolitan Transportation Plan and Modal Plans**

**A. NDDOT and MnDOT**

- Provide input into the development of MPO's MTP and Modal Plans.
- Cooperatively develop estimates of reasonable funding for the MTP period.
- Review and comment on MPO's draft MTP and Modal Plans.
- Provide assistance and available necessary data for MPO's surveillance and monitoring report; review findings and provide comment.
- Provide input into the periodic update of the MPO's MTP and Modal Plans.
- Participate in public meetings during the development of the MPO's MTP and Modal Plans.
- Coordinate to provide final acceptance of the MPO's MTP and notify the MPO of their next update deadline.

**B. Metropolitan Planning Organization**

- Develop and adopt an MTP in accordance with federal and state regulations in cooperation with the NDDOT, MnDOT and the Public Transportation Operators.
- Develop and adopt Modal Plans to support and further define the MTP.
- Provide NDDOT, MnDOT and the Public Transportation Operators the opportunity to review and comment on the draft, any revisions or amendments of the MTP and Modal Plans.
- Annually survey and monitor transportation system trends; prepare report of significant findings.

- Provide opportunity for NDDOT, MnDOT and the Public Transportation Operators to review the findings report.
- Update the MTP at least every five years in cooperation with NDDOT, MnDOT and the Public Transportation Operators.
- Provide an opportunity for NDDOT, MnDOT and the Public Transportation Operators to review and comment on the updated MTP.
- Solicit, in coordination with NDDOT, MnDOT and the Public Transportation Operators, public input in accordance with the MPO's Public Participation Plan.

**C. Public Transportation Operators**

- Provide input into the development of the MPO's MTP and Modal Plans.
- Review and comment on the MPO's draft MTP.
- Cooperatively develop estimates of reasonable funding for the MTP planning period.
- Provide assistance and data for the MPO's surveillance and monitoring report; review findings and provide comment.
- Assist and participate in obtaining public input in the development of the MPO's MTP in accordance with the MPO's Public Participation Plan.

**IV. Congestion Management Process (CMP)**

A CMP is required for TMAs to be developed and implemented as an integrated part of the MTP process. Although required, the federal regulations do not dictate the methods and approaches used to implement the CMP. The CMP results in multimodal system performance measures and strategies that can be reflected in the MTP and TIP. There is not a formal acceptance of the CPM, but it is a living document and will be reviewed as part of the MTP and FHWA TMA Review.

**V. Unified Planning Work Program (UPWP)**

**A. NDDOT and MnDOT**

- Provide input into the MPO's UPWP.
- Cooperatively develop estimates of reasonable funding for the UPWP.
- Review and comment on the MPO's draft UPWP.
- Review MPO semi-annual progress reports.

**B. NDDOT**

- Approve the MPO's final UPWP and interim amendments.
- Submit to FHWA and FTA requesting approval of the UPWP.

- Prepare and execute agreement with MPO for distribution of FHWA and FTA planning funds.

**C. MnDOT**

- Provide concurrence in the MPO's final UPWP and interim amendments.

**D. Metropolitan Planning Organization**

- Prepare a UPWP after soliciting input from NDDOT, MnDOT and the Public Transportation Operators.
- Provide an opportunity to NDDOT, MnDOT and Public Transportation Operators for review and comment on the draft UPWP.
- Submit final UPWP to NDDOT and MnDOT for approval.
- Review and sign agreement with NDDOT for distribution of FHWA and FTA planning funds.
- Prepare semi-annual progress reports and submit to FHWA, FTA, NDDOT, MnDOT and the Public Transportation Operators.

**E. Public Transportation Operators**

- Provide input and review/comment on the MPO semi-annual progress reports.
- Provide input on the UPWP
- Prepare and submit Urbanized Area Formula Program and/or any other direct allocation programs to FTA for approval; notify NDDOT, MnDOT and MPO when grant has been approved.

**VI. Technical Studies**

This section applies to all technical activities, such as corridor studies and sub-area planning studies.

**A. NDDOT and MnDOT**

- Provide prepared scope of work for review and comment by MPO and Public Transportation Operators, if requested, for DOT initiated studies.
- Review, comment, and approve the scope of work prepared by MPO and Public Transportation Operators.
- Review and comment on draft study reports prepared by MPO and Public Transportation Operators.

**B. Metropolitan Planning Organization**

- Provide prepared scope of work for review and comment by NDDOT, MnDOT and Public Transportation Operators for MPO initiated studies.



- Review and comment on scope of work prepared by NDDOT, MnDOT and Public Transportation Operators.
- Review and comment on draft study reports prepared by NDDOT, MnDOT and Public Transportation Operators.

**C. Public Transportation Operators**

- Provide prepared scope of work for review and comment by NDDOT, MnDOT and MPO, if requested, for Public Transportation Operators initiated studies.
- Review and comment on scope of work prepared by NDDOT, MnDOT and MPO.
- Review and comment on draft study reports prepared by NDDOT, MnDOT and MPO.

**VII. *Transportation Improvement Programs (TIP)***

**A. NDDOT and MnDOT**

- Provide an opportunity for the MPO and Public Transportation Operators to review and comment on the draft Statewide Transportation Improvement Program (STIP).
- Obtain early public participation on the STIP development with the assistance of the MPO and the Public Transportation Operators.
- Cooperatively develop annual estimates of available funding for each TIP/STIP cycle.
- Cooperate and participate in the annual solicitation of projects conducted by the MPO.
- Submit to MPO a DOT generated list of cooperatively developed federally funded projects which are consistent with the MPO's MTP for development of the draft TIP.
- Review and comment on MPO list of prioritized projects.
- Review and comment on draft MPO TIP.
- Approve final TIP; incorporate MPO TIP into STIP and submit to FHWA and FTA.

**B. Metropolitan Planning Organization**

- Solicit projects from all implementing agencies which are consistent with the MPO's MTP.
- Review and comment on the draft STIP.
- Develop TIP utilizing input from NDDOT, MnDOT and the Public Transportation Operators.
- Submit to DOT an MPO generated list of cooperatively developed federally funded projects which are consistent with the MPO's MTP for development of the draft STIP.
- Participate in the MnDOT District 4 Area Transportation Partnership (ATP)

- Obtain public input on the TIP in accordance with the MPO's Public Participation Plan.
- Submit TIP to NDDOT and MnDOT for approval.

**C. Public Transportation Operators**

- Submit to MPO candidate projects which are consistent with the MPO's MTP.
- Review and comment on MPO list of prioritized projects.
- Participate in the early public participation process.
- Review and comment on the draft STIP.
- Utilize the MPO Public Participation Plan's public notification procedures in the development of the annual Program of Projects.
- Review and comment on draft and final MPO TIP.

**VIII. Committees**

**A. NDDOT and MnDOT**

- Attend and participate in MPO Technical Advisory Committee meetings as a voting member.
- Serve as ex-officio member of the MPO Policy Board, as requested.
- Establish study committees / sub-committees as needed and include MPO and Public Transportation Operator representatives as appropriate.
- Participate in MPO and Public Transportation Operator study committees and sub-committees as appropriate.

**B. Metropolitan Planning Organization**

- Establish a Technical Advisory Committee which includes NDDOT, MnDOT and Public Transportation Operators as voting members.
- Establish study committees / sub-committees as needed and include NDDOT, MnDOT and Public Transportation Operators as appropriate.
- Participate in NDDOT, MnDOT and Public Transportation Operator study committees / sub-committees as appropriate.
- Participate in the MnDOT District 4ATP.

**C. Public Transportation Operators**

- Attend and participate in all MPO Technical Advisory Committee meetings as a voting member.

- Establish study committees / sub-committees as needed and include MPO, NDDOT and MnDOT representatives as appropriate.
- Participate in MPO, NDDOT and MnDOT study committees and sub-committees as appropriate.

**IX. MPO Certification**

**A. NDDOT and MnDOT**

- Monitor federal and state legislation and inform the MPO and Public Transportation Operators of new or changed requirements.
- Conduct mid-year program review with MPO, Public Transportation Operators, FHWA, and FTA.
- Review and accept MPO's self-certification documentation and submit to FHWA and FTA as part of the TIP submittal.
- Participate in FHWA TMA Certification, which will be conducted at least every four years.

**B. Metropolitan Planning Organization**

- Prepare and include in annual TIP an adopted self-certification statement.
- Every three (3) years develop a more detailed self-certification report.
- Participate in mid-year program review with NDDOT, MnDOT and Public Transportation Operators.
- Participate in FHWA TMA Certification, which will be conducted at least every four years.
- **Public Transportation Operators**
  - Review MPO's self-certification documentation.
  - Participate in mid-year program review with NDDOT, MnDOT and MPO.
  - Participate in FHWA TMA Certification, which will be conducted at least every four years.

**X. Performance Based Planning**

The parties to this agreement will work cooperatively to develop, identify and implement a performance based planning approach to address federal performance measures. This coordination effort is outlined in a separate agreement between the parties.

**XI. Period of Agreement**

- This Memorandum of Agreement shall be effective once all signatures have been obtained and may be terminated by any one of the parties by giving 90 days written notice to each of the other parties. This Memorandum of Agreement will remain in effect until terminated as provided in this clause, or until replaced by a new Memorandum of Agreement.
- Any amendments to this Memorandum of Agreement must be mutually agreed to in writing.
- It is mutually agreed that this Memorandum of Agreement will be reviewed (and amended as determined necessary) following the reauthorization of the current surface transportation authorization act.

**XII. Authorized Representatives**

The NDDOT authorized representative is Will Hutchings, MPO Coordinator & Transportation Engineer, 608 E Boulevard Ave, Bismarck, ND 58505, 701-328-6421, [hutchingswill@nd.gov](mailto:hutchingswill@nd.gov), or his successor.

The MnDOT authorized representative is Bryan McCoy, Metropolitan Planning Program Coordinator, 395 John Ireland Blvd MS 440, St. Paul, MN 55155, 651-366-3913, [Erika.Shepard@state.mn.us](mailto:Erika.Shepard@state.mn.us), or her successor.

The Fargo-Moorhead Metropolitan Council of Governments authorized representative is Ben Griffith, Executive Director, One 2<sup>nd</sup> Street North, Suite 232, Fargo, ND 58102, 701-532-5103, [griffith@fmmetrocog.org](mailto:griffith@fmmetrocog.org), or his successor.

The Public Transportation Operators authorized representative is Julie Bommelman, Fargo Transit Director, 650 23<sup>rd</sup> St N, Fargo, ND 58102, 701-476-6737, [jbommelman@FargoND.gov](mailto:jbommelman@FargoND.gov), or her successor.

IT IS FURTHER UNDERSTOOD, that this MOA will be effective once all signatures are obtained and remain in effect until such time as any party gives to the affected parties a 90-day written notice of its intent to withdraw from the MOA.

IT IS FURTHER UNDERSTOOD, that this MOA replaces the existing Memorandum of Understanding signed March 30, 2021.

IT IS FURTHER UNDERSTOOD, that this MOA is not a legally binding agreement and creates no legally binding obligations for any party. Because of a mutual desire to proceed, each party fully intends to make a good faith effort to achieve the goals described above including working together to find mutually beneficial solutions when problems arise.

The parties hereto execute this Memorandum of Agreement through their authorized representatives:

**FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS**

\_\_\_\_\_  
Name (Type or Print)  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date

**PUBLIC TRANSPORTATION OPERATOR**

ATTEST by:

\_\_\_\_\_  
Name (Type or Print)  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date

**MINNESOTA DEPARTMENT OF TRANSPORTATION**

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MnDOT Contract Management (as to form):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

APPROVED as to substance by:

\_\_\_\_\_  
Local Government Engineer (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director of Planning (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**FINANCE OFFICE**  
 225 4<sup>th</sup> Street North  
 Fargo, ND 58102  
 Phone: (701) 241-1333  
 E-Mail: [Finance@FargoND.gov](mailto:Finance@FargoND.gov)  
[www.FargoND.gov](http://www.FargoND.gov)

TO: MATBUS Coordinating Committee  
 FROM: City of Fargo Finance  
 RE: Budget Adjustment Request: Add Allocated Indirect Costs to Financial Model  
 DATE: January 15, 2025

The City of Fargo requests the addition of an allocation of City of Fargo indirect costs as a component of the new Revenue and Expense allocation model. Through their budget processes, the City of Fargo allocates some General Fund service department expenses to Enterprise Funds in order for the Enterprise Funds to contribute toward the cost burden of those service departments. Upon Fargo Transit’s move from General Fund to an Enterprise Fund in 2021, Transit has been inadvertently omitted from the overhead allocation calculation.

With the transition to a Large Urban Area and Fargo becoming the administrator of the overall MATBUS System, Fargo bears more of the administration of the system; as such, the City of Fargo believes it is fair that Transit member entities are charged for some indirect services. For calendar 2025, Fargo is proposing to allocate indirect expenses of Information Services, Human Resources, and nominal support expenses. Compared to other City of Fargo Enterprise allocations, the Transit allocation excludes services provided by Administration, Finance, Communications, and Legal.

Both City of Fargo and Moorhead Transit and Finance staff have developed and reviewed an allocation plan for Transit to allocate these costs to member entities in the amount of \$411,455. The allocation plan will allocate to member entities based on their administrative rate for each mode as approved in the overall MATBUS Reorganization Study. For 2025, the administrative rate for each mode and agency is:

Agency	Fixed Route	ParaTransit	MicroTransit
<b>Fargo</b>	42.78%	14.63%	2.95%
<b>Mhd &amp; Dilworth</b>	23.93%	4.11%	0.00%
<b>West Fargo</b>	2.31%	3.72%	0.00%
<b>NDSU</b>	5.06%	0.00%	0.52%

Applying the admin rate to the indirect costs of \$411,455 results in expense allocation as calculated below:

Agency	Fixed	Para	Micro	Total	Monthly
<b>Fargo</b>	176,021.56	60,181.07	12,120.32	248,322.94	20,693.58
<b>Mhd &amp; Dilworth</b>	98,444.89	16,898.72	-	115,343.61	9,611.97
<b>West Fargo</b>	9,490.56	15,307.90	-	24,798.47	2,066.54
<b>NDSU</b>	20,833.28	-	2,156.70	22,989.98	1,915.83

# Memorandum

**To:** MAI Coordination Board

**From:** Shaun Crowell, Mobility Manager

**Date:** January 15, 2025

**RE:** *2025 Disadvantaged Business Enterprise (DBE) Program*



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The Federal Transit Administration is moving to a two-tiered system for Disadvantaged Business Enterprise (DBE) program compliance for recipients that receive planning, capital, or operating assistance.

City of Fargo Transit is a Tier 1 recipient receiving a cumulative total value of \$670,000 or more in FTA funds in a federal fiscal year, excluding transit vehicle purchases. Tier 1 recipients must have a DBE program that meets all requirements outlined in 49 CFR Part 26. FTA Tier 1 recipients must upload their updated DBE Program into TrAMS by March 1, 2025 for FTA review.

**Requested motion:** Authorize staff to bring the DBE Program to City of Fargo Commission for approval.



**CITY OF FARGO, NORTH DAKOTA – TRANSIT  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

Updated January 2025  
Tier 1 Recipient

**Objectives/Policy Statement (Section 26.1, 26.23)**

City of Fargo Transit has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Fargo Transit has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Fargo Transit has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of City of Fargo Transit to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Julie Bommelman, City of Fargo Transit Director, has been delegated as the DBE Liaison Officer for Transit. In that capacity she is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Fargo Transit in its financial assistance agreements with the Department of Transportation.

City of Fargo Transit will disseminate this policy statement to the MATBUS Coordination Committee, the City of Fargo Commission and all of the components of our organization. We will distribute this statement to DBE and non-DBE business communities, including known socially and economically disadvantaged businesses, organizations and associations, whom perform work for us on DOT-assisted contracts through public notices for products and services procured and notices published in regional newspapers.

\_\_\_\_\_  
City of Fargo Transit Director  
Fargo Transit

\_\_\_\_\_  
Mayor  
City of Fargo

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **1. Definitions of Terms**

The terms used in this program have the meanings defined in 49 CFR 26.5.

## **2. Nondiscrimination (26.7)**

City of Fargo Transit will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex or national origin.

In administering its DBE program, City of Fargo Transit will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishments of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

## **3. DBE Program Updates (26.21)**

We will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

## **4. Quotas (26.43)**

We do not use quotas in any way in the administration of this DBE program.

## **5. DBE Liaison Officer (DBELO) (26.45)**

We have designated the following individual as our DBE Liaison Officer: Julie Bommelman, Transit Director, 650 23<sup>rd</sup> St N, Fargo, ND 58102; 701-476-6737; jbommelman@cityoffargo.com. In that capacity, Julie Bommelman is responsible for implementing all aspects of the DBE program and ensuring that Fargo Transit complies with all provisions of 49 CFR Part 26. The Transit Director has direct, independent access to the City of Fargo Administrator. An organizational chart is attached to this program which displays the DBELO's position in the organization.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by North Dakota DOT or the US DOT.
2. Reviews third party contracts and purchase requisitions of Transit Department for compliance with this program.
3. Sets overall annual goals for Transit Department.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes Fargo Transit's progress toward goal attainment and identifies ways to improve progress.
7. Participates in applicable pre-bid meetings.
8. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
9. Acts as liaison to the North Dakota DOT in regard to updated directory on certified DBEs.
10. Acts to provide outreach to DBEs and community organizations to advise them of opportunities.

## **6. Federal Financial Assistance Agreement Assurance (26.13)**

Fargo Transit has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

*Fargo Transit shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the [Name Recipient] of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).*

## **7. DBE Financial Institutions (26.13)**

It is the policy of the City of Fargo Transit to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on the DOT-assisted contract to make use of these institutions. The City has made the following inquiries throughout the Fargo area:

- Federal Reserve Minority-Owned Banks Quarterly Report
- North Dakota Bankers Association
- North Dakota DOT DBE Directory
- US Department of Treasury Financial Management Service

To date, no financial institutions located within the Fargo area are owned and controlled by socially and economically disadvantaged individuals.

## **8. Directory (26.25)**

North Dakota DOT, Office of Operations, maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of most recent certification, and the type of work the firm has been certified to perform as a DBE. They revise the Directory annually. They make the Directory available as follows NDDOT, 608 East Boulevard Avenue, Bismarck, ND 58505-0700; 701-328-2576; [www.nd.gov](http://www.nd.gov).

Minnesota DOT, Office of Operations, maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of most recent certification, and the type of work the firm has been certified to perform as a DBE. They revise the Directory annually. They make the Directory available as follows MnDOT, Transportation Building, 395 John Ireland Blvd, St. Paul, MN 55155; 651-366-3150, [www.dot.state.mn.us](http://www.dot.state.mn.us).

## **9. Required Contract Clauses (26.13, 26.29)**

### **Contract Assurance**

The City of Fargo will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

*The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the*

*contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*

### **Prompt Payment**

We will include the following clause in each DOT-assisted prime contract:

*The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from Fargo Transit. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Fargo Transit. This clause applies to both DBE and non-DBE subcontractors.*

#### **For purposes of this DBE Program**

A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

## **10. Monitoring and Enforcement Mechanisms (26.37)**

The City of Fargo Transit will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. We also will consider similar action under our own legal authorities, including responsibility determinations in future contracts.

DBE performance plan requirements for design-build projects

Will require primes responding to a request for Proposal on a design-build procurement to submit an open-ended DBE Performance Plan (DPP) with the proposal.

DPPs are to detail the types of work the prime will solicit DBEs to perform and a projected timeframe in which actual subcontracts will come to fruition.

Recipients monitor the prime's adherence to the plan throughout the life of the contract to evaluate good faith efforts, and parties may agree to make written DPP revisions through the life of the project.

To ensure prompt payment and retainage by prime contractors, recipient would periodically receive documentation from sub-contractors showing when they submitted billing and received payment within 30 days after our payment to the prime contractor.

A written account of actual payments to DBE firms for work committed to them at the time of contract award will be kept.

Interim audits of contract payments to DBEs will be performed. This audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

Prime contractors will be required to maintain records and documents of payments to DBEs for three years following the performance of a contract. An authorized representative of the City of Fargo Transit

will make these records available for inspection upon request. The reporting requirement also extends to any certified DBE subcontractor.

We will implement the following running tally mechanisms:

- (1) With respect to achieving our overall goal, we will use a running tally that provides for a frequent comparison of cumulative DBE awards/commitments to DOT-assisted prime contract awards to determine whether our current implementation of contract goals is projected to be sufficient to meet our annual goal. This mechanism will inform our decisions to implement goals on contracts to be advertised according to our established contract goal-setting process.
- (2) With respect to each DBE commitment, we will use a running tally that provides for a frequent comparison of payments made to each listed DBE relative to the progress of work, including payments for such work to the prime contractor to determine whether the contractor is on track with meeting its DBE commitment and whether any projected shortfall exists that requires the prime contractor's good faith efforts to address to meet the contract goal pursuant to [§ 26.53\(g\)](#).

## **11. Overall Goals (26.45)**

### **GOAL METHODOLOGY**

**STEP 1: Determining the base figure:** Step 1, Development of base figure, includes DBE's in the Fargo/Moorhead Metro area and ones we are likely to continue to use in the future, we use the NAICS listing to find DBE's in the Fargo/Moorhead Metro area and in North Dakota and Minnesota. The DBE's used in the step one base figure are DBE's that are available, ready, and willing. Our local market includes the Fargo/Moorhead area including surrounding communities. Also included are areas in the Twin Cities that have been used in the past are likely to use in the future. The numerator consists of firms that have been identified and utilized in the past that are DBE's , the denominator includes firms from North Dakota, Minnesota and the Fargo/Moorhead area that are DBEs and non-DBEs. We decided to not use weighting, We will account for any firms no longer in business in step one by doing online searches, No adjustments will be made based solely on changes in the amount of federal assistance we expect to receive. No alternative methods are used in Step One.

**STEP 2: Adjustments to the base figure:**

Step 2, Adjustment to the Base Figure. There is an adjustment for past participation, we will review the previous three years of DBE participation to get the median average, and take the average of the Step One Base Figure and the Median of past participation, to get the final goal.

**Process:**

City of Fargo Transit will provide notice for the disadvantaged business enterprise participation goal for each year. This notice will also be supplied to interested businesses within the transportation industry by placing the goal on the website at [matbus.com](http://matbus.com). City of Fargo Transit will leave the public comment open for a period of 30 days for the purpose of obtaining input on the proposed goal and DBE contract special provisions that have been prepared for use on contract lettings during the fiscal years the goal will be in place. Any necessary adjustments to our goal, resulting from the public comment process, will be forwarded to your office.

**RACE-NEUTRAL AND RACE-CONSCIOUS PARTICIPATION**

City of Fargo Transit utilizes a race-neutral program in achieving the DBE goal. City of Fargo Transit feels a race-neutral program is the best approach in obtaining satisfactory DBE participation.

### **Consultation**

49 CFR §26.45 (g)(1) In establishing an overall goal, you must provide for consultation and publication. This includes:

(i) Consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and your efforts to establish a level playing field for the participation of DBEs. *The consultation must include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible* focused on obtaining information relevant to the goal setting process, and it must occur before you are required to submit your methodology to the operating administration for review pursuant to paragraph (f) of this section. You must document in your goal submission the consultation process you engaged in. Notwithstanding paragraph (f)(4) of this section, you may not implement your proposed goal until you have complied with this requirement.

Summarize any comments received during the consultation process or include information that no comments were given during the consultation and include it in your goal submission.

## **12. Awards to Transit Vehicle Manufacturers (TVMs) (26.49)**

Awards to transit vehicle manufacturers (TVMs) will not be included in City of Fargo Transit's overall goal calculation.

City of Fargo Transit will require TVMs, as a condition of being authorized to bid or propose on any FTA-assisted transit vehicle procurements, to certify that they have complied with the requirements of §26.49.

1. City of Fargo Transit affirms that only those TVMs listed on FTA's certified list of Transit Vehicle Manufacturers, or that have submitted a goal methodology to FTA that has been approved or has not been disapproved, at the time of solicitation are eligible to bid.
2. A TVM's failure to implement the DBE Program in the manner as prescribed in 49 CFR §26.49 and throughout Part 26 will be deemed as noncompliance, which will result in removal from FTA's certified TVMs list, resulting in that TVM becoming ineligible to bid.
3. City of Fargo Transit is aware that failure to comply with the requirements set forth in 49 CFR §26.49(a) may result in formal enforcement action or appropriate sanction as determined by FTA (e.g., FTA declining to participate in the vehicle procurement).
4. City of Fargo Transit will submit, within 30 days of making an award, the name of the successful bidder and the total dollar value of the contract in the manner prescribed in the grant agreement.

City of Fargo Transit may, with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of complying through the procedures of 49 CFR §26.49.

### **13. Contract Goals (26.51)**

City of Fargo Transit will use contract goals to meet any portion of the overall goal. City of Fargo Transit does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work)

### **14. Good Faith Efforts (26.53)**

#### Information to be submitted

Fargo Transit treats bidder/offersors' compliance with good faith efforts requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offersors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participation;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed documentation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts.

#### Demonstration of good faith efforts

The obligation of the bidder/offersor is to make good faith efforts. The bidder/offersor can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in IAW 49 CFR, Appendix A to part 26.

The following personnel are responsible for determining whether a bidder/offersor who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive: *DBELO*.

The City of Fargo Transit will ensure that all information is complete and accurate and adequately documents the bidder/offersor's good faith efforts before it commits to the performance of the contract by the bidder/offersor.

#### Administrative reconsideration

Within 30 days of being informed by City of Fargo Transit that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offersor may request administrative reconsideration. Bidder/offersors should make this request in writing to the following reconsideration official: City of Fargo Bids and Procurement, 225 4<sup>th</sup> St. N. Fargo, ND 58102, Ph:

701-241-1528. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not make document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. The City will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

**Good Faith Efforts when a DBE is replaced on a contract**

The City will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The City will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation within 7 days with the possibility for an additional 7-day extension

The Prime contractor's written notice to terminate a DBE must provide DBEs with 5 days to respond.

In this situation, the City will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

**15. Counting DBE Participation (26.55)**

The City of Fargo Transit will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

**Addressing overconcentration of DBEs in certain types of work**

If it is determined that DBE firms are so overconcentrated in a certain type of work as to unduly burden the opportunity of non-DBE firms to participate in this type of work. In the Fargo/Moorhead metro area, there are a limited number of DBEs available and it is unlikely there will be an overconcentration for any certain type of work.

**16. Certification (26.61 - 26.91)**

NDDOT and MNDOT will use the certification standards of Subpart D of part 26 and the certification procedures of Subpart E of part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. NDDOT and MN DOT will make certification decisions decision based on the facts as a whole. Details on the certification process are contained in the ND and MN DBE Directories.

For information about the certification process or to apply for certification, firms should contact:

North Dakota Department of Transportation



608 E Boulevard  
Bismarck, ND 58505-0700  
Website: <https://dotnd.diversitycompliance.com>

MnDOT Office of Civil Rights  
Transportation Building , MS 170  
395 John Ireland Blvd  
St. Paul, MN 55155  
Website: <https://sbcp.mn.gov>

### **Certification Appeals**

Any firm or complainant may appeal our decision in a certification matter to DOT. Such appeals may be sent to:

***Department of Transportation Office of Civil Rights Certification Appeals Branch 400  
7th St., SW, Room 2104 Washington, DC 20590***

### **"No Change" Affidavits and Notices of Change**

NDDOT will require all DBEs to inform them, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR part 26 or of any material changes in the information provided with its application for certification.

All owners of all certified DBEs must submit, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of 26.83(j). The text of this affidavit is the following:

*I swear (or affirm) that there have been no changes in the circumstances of [name of DBE firm] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR part 26. There have been no material changes in the information provided with [name of DBE]'s application for certification, except for any changes about which you have provided written notice to the [Name Recipient] under 26.83(i). [Name of firm] meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$16.6 million.*

This affidavit will also include documentation of the firm's size and gross receipts.

## **17. Information Collection and Reporting (Section 26.11)**

The City of Fargo Transit will report DBE participation to FTA on a semi-annual basis (due June 1st and December 1st) using the Uniform Report of DBE Awards or Commitments and Payments form, which can be submitted currently online on TEAM-web Civil Rights DBE Uniform Reports. These reports will reflect payments actually made to DBEs on DOT assisted contracts.

### **Bidders List**

The City of Fargo Transit will create a bidders list consisting of information about all DBE and non-DBE firms that bid or submit a quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculate overall goals. The purpose of this bidders list information is to compile as accurate data as possible about the universe of

DBE and non-DBE contractors and subcontractors who seek to work on your federally assisted contracts for use in helping you set your overall goals, and to provide the Department with data for evaluating the extent to which the objectives of [§ 26.1](#) are being achieved.

**Information obtained for the bidders list will include:**

- Firm Name
- Firm Address including ZIP code
- Firm's status as a DBE or non-DBE
- Race and gender information for the firm's majority owner
- NAICS code applicable to each scope of work the firm sought to perform in its bid
- Age of the firm
- The annual gross receipts of the firm. You may obtain this information by asking each firm to indicate into what gross receipts bracket they fit (*e.g.*, less than \$1 million; \$1-3 million; \$3-6 million; \$6-10 million; etc.) rather than requesting an exact figure from the firm.

This data will be entered in the Department's designated system no later than December 1 following the fiscal year in which the relevant contract was awarded. In the case of a "design-build" contracting situation where subcontracts will be solicited throughout the contract period as defined in a DBE Performance Plan pursuant to [§ 26.53\(e\)](#), the data must be entered no later than December 1 following the fiscal year in which the design-build contractor awards the relevant subcontract(s).

We will maintain records documenting a firm's compliance with the requirements of this part. At a minimum, we must keep a complete application package for each certified firm and all Declarations of Eligibility, change notices, and on-site visit reports. These records must be retained in accordance with applicable record retention requirements for the recipient's financial assistance agreement. Other certification or compliance related records must be retained for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the recipient's financial assistance agreement, whichever is longer.

The City of Fargo Transit will enter into an online USDOT system of data about companies bidding on contracts or subcontracts, such as company name, DBE or non-DBE status, fields of work bid and related NAICS codes, etc.

**Monitoring Payments to DBEs**

Prime contractors will be required to maintain records and documents of payments to DBEs for three years following the performance of a contract. An authorized representative of the City of the DOT will make these records available for inspection upon request. The reporting requirement also extends to any certified DBE subcontractor.

A written account of actual payments to DBE firms for work committed to them at the time of contract award will be kept.

Interim audits of contract payments to DBEs will be performed. This audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

### **Reporting to FTA**

City of Fargo Transit will report DBE participation to FTA as required, which is currently on a semi-annual basis (due every June 1 and December 1) online on TEAM-web Civil Rights DBE Uniform Reports. These reports will reflect payments and what is awarded actually made to DBEs on DOT assisted contracts. Bidder list information will be submitted with bids or initial responses to negotiated procurements. Will include the names of DBEs, NAICS codes performed in a contract, the federally assisted contract number(s), and the dollar value of the contract.

### **Confidentiality**

City of Fargo Transit will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local. Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

## **18. Fostering Small Business Participation (26.39)**

Effective August 31, 2012, the City of Fargo Transit has established a small business element to its DBE program, pursuant to 49 CFR 26.39. This program aims to provide opportunities and foster small business enterprises (SBE)/participation in contracting with the City of Fargo Transit. Due to the relatively low participation, historic transit contract needs, and general lack of larger business enterprises in the Fargo area, we expect most contracts in the future will be fulfilled by small businesses. This program is race- and gender- neutral, however SBEs can also count towards DBE goals. To fulfill these requirements, the City reserves the right to employ the following strategies:

(a) Set-asides or reservations: The City of Fargo Transit will establish a race-neutral small business set-aside for prime contracts on a per fiscal year basis. The DBE Liaison Officer will include participation by other applicable City functions. Contracts under \$1M will be reserved for SBEs. Exceptions are made if no SBEs bid on a contract or if the amount is significantly more than a competing non-SBE bid. An annual assessment of contracting opportunities with transit will be performed to identify any set-asides.

(b) Sub-contracting requirements: For multi-year design-build contracts or other large projects over \$1M, which require bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBE's, can reasonably perform, the prime contractor must identify how they will subcontract a portion of the project and make it available to SBEs. This will assist to ensure a reasonable number of prime contracts are available to small businesses. This can be included in the evaluation criteria of RFPs and RFQs.

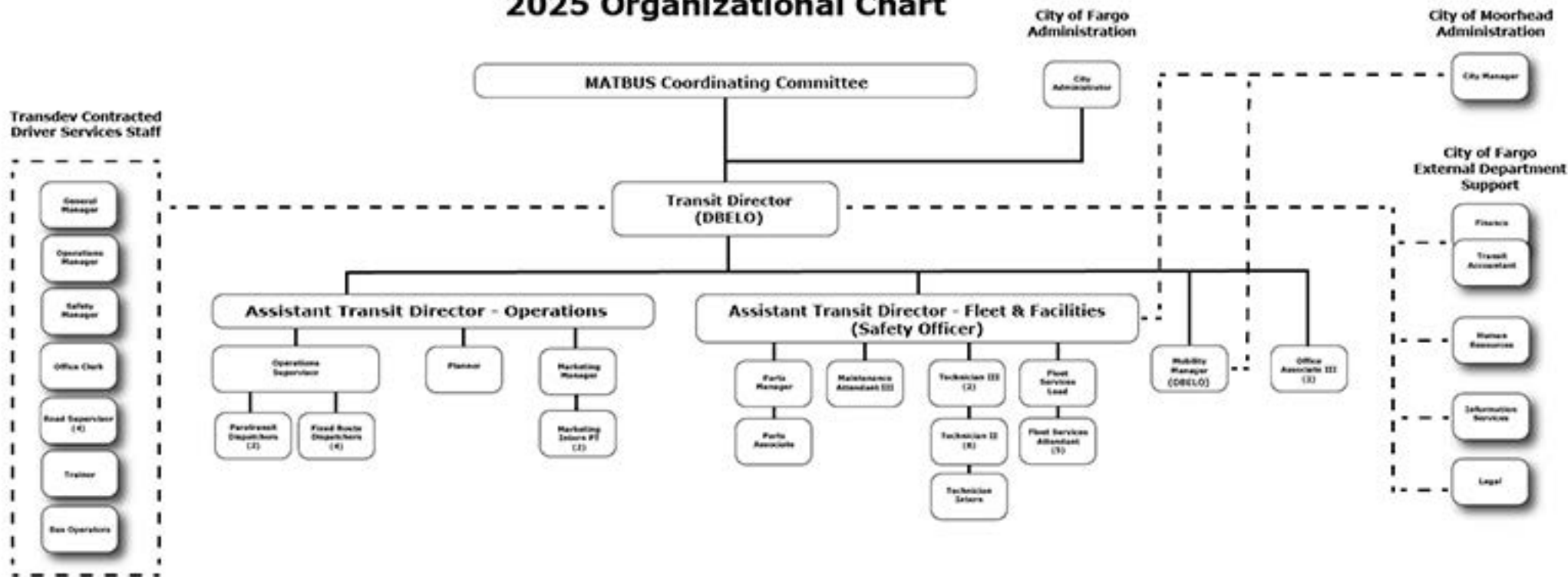
(c) SBE Consortia: Large projects can be split into smaller portions so that SBEs have a better chance of bidding. The City of Fargo Transit will not allow bundling of contracts in an effort to foster small business participation. In instances where there is a large project, oversight and management can be delegated to one firm, however, the larger firm is required to follow the same guidelines as the City of Fargo Transit as applicable to all federal clauses including small business participation.

(d) Outreach: The City of Fargo Transit will coordinate with the local Chamber of Commerce, the Metropolitan Council of Governments, local universities and their extension offices, the Small Urban and Rural Transit Center, the Downtown Community Partnership, or small business development centers, and other partners to identify potential SBEs. If a SBE provides goods or services that are applicable to the project, the City of Fargo Transit will check the listing of eligible SBEs, as identified and verified by the Small Business Administration, and notify the SBE of the contracting opportunity and given a chance to bid on the project. SBEs are defined according to number of employees and gross receipts, and thresholds are determined by the Small Business Administration according to industry type.



— Direct Report  
- - - Gives Work Direction

## 2025 Organizational Chart





# Memorandum

**To:** Transit Coordinating Committee

**From:** Julie Bommelman, Transit Director

**Date:** January 15, 2025

**RE:** *Federal Funds Distribution between Fargo and Moorhead*

Fargo and Moorhead staff have come to an agreement on how to utilize the FFY2024 funds from the Federal Transit Administration (FTA). There are three sources of federal funds available for the metro area: Section 5307 (Operating and Capital), Section 5310 (Elderly and Disabled) and Section 5339 (Bus and Bus Facilities). Moorhead has identified capital projects over the next five years that could swap FFY2024 operating funds for capital funds.

The attached draft agreement would be specific to FFY2024 funds, but with the understanding projects can change and prices can change, so the plan must be fluid. Essentially, we would propose adjusting the agreement annually to ensure swapping of funds is fair and equitable for both Cities. In addition, future appropriations would also be considered available for programming under this agreement. Through the budget process and the MATBUS Coordinating Committee, the capital improvements would be identified annually.

The Section 5307 funds are allocated between ND and MN for the metro area based on data reported to our federal agency. We would propose the same percentage split be applied to the 5310 and 5339 funds, per the attached.

**Requested motion:** Authorize staff to finalize the agreement with legal, approve the attached substantially complete Federal Fund Distribution agreement pending legal review and submit that agreement to Fargo City Commission and Moorhead City Council for final approvals.

**AGREEMENT BETWEEN CITY OF FARGO AND CITY OF MOORHEAD  
FOR FEDERAL TRANSIT GRANT FUND DISTRIBUTION**

**THIS AGREEMENT**, made effective the day of \_\_\_\_\_, 2025, by and between the **CITY OF FARGO, NORTH DAKOTA**, a municipal corporation of the State of North Dakota, hereafter referred to as “Fargo” and the **CITY OF MOORHEAD, MINNESOTA**, a municipal corporation of the State of Minnesota, hereinafter referred to as “Moorhead,” is created to address grant funding distribution from the Federal Transit Administration “FTA” for the Fargo-Moorhead metropolitan area.

**WITNESSETH:**

**WHEREAS**, in 2024, the Fargo-Moorhead metropolitan area transitioned to a Transportation Management Area or Large Urbanized Area “Large UZA” as defined by the Federal Transit Administration (FTA) due to the combined population exceeding 200,000; and

**WHEREAS**, the Governors of North Dakota and Minnesota approved the City of Fargo as “Designated Recipient” for Federal Transit Large UZA funds beginning with appropriations effective October 1, 2024; and

**WHEREAS**, in the spirit of partnership Moorhead and Fargo desire to work cooperatively to address transit funding needs in the Large UZA and to track fund appropriations, distribution and usage to maintain equity between states over time;

**WHEREAS**, the Fargo and Moorhead desire to address future federal funds annually through their perspective budget and capital improvement process, under the oversight of the MATBUS Coordination Committee, with the flexibility to move projects and change project costs as needed; and

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. The following sources of Federal Transit funds appropriated to the Large UZA are identified as funds available for public transit projects and programming, in addition to discretionary and flexible funding and other funding opportunity programs issued by the U.S. Department of Transportation:
  - Section 5307, Urbanized Area Formula Funding for Transit-related Capital, Operating and Planning
  - Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities
  - Section 5339, Bus and Bus-related Equipment and Facilities
2. The Cities of Fargo and Moorhead are apportioned FTA Section 5307 funds on a yearly basis. The apportionment is based on population, population density, bus revenue miles, and operational efficiency and identified annually in the federal register as State of North Dakota or Minnesota funds. Fargo and Moorhead agree that Section 5339 and 5310 funds will be split between Moorhead and Fargo based on each City’s percentage of the 5307 apportionment.

3. For Federal Fiscal Year (FFY) 2024 (October 1, 2023 – September 30, 2024) funds, Moorhead agrees that Fargo can utilize the Minnesota Section 5307 funds for operating and Fargo agrees that Moorhead can utilize North Dakota Section 5310 and 5339 funds of equal amount for capital projects to be spent, see Attachment 1, Federal Grant Fund Distribution FFY2024.
4. Fargo and Moorhead agree to review funding and project needs annually as part of the budget and capital improvement planning led by the MATBUS Coordinating Committee to cooperatively address transit funding needs in the Large UZA, which may include exchanging of funds between states.
5. Fargo and Moorhead agree that any apportioned funds exchanged between the cities/states shall be tracked for equity purposes.



**ATTACHMENT 1**  
**Federal Grant Fund Distribution FFY2024**

<b>5307 Operating Funds</b>	<b>FFY 2024</b>	<b>FFY2025 (Projection)</b>	<b>FFY2026 (Projection)</b>	<b>FFY2027 (Projection)</b>	<b>FFY2028 (Projection)</b>	<b>FFY2029 (Projection)</b>	<b>SWAP</b>
Total	\$ 3,822,585						
Fargo	\$ 2,965,773						
<b>Moorhead - TO FARGO</b>	<b>\$ 856.812</b>						<b>\$ 856,812</b>
Moorhead Percent of total	22.41%						
<b>5339 Capital Funds</b>							
Total (assume 2% annual incr)	\$ 334,470	\$ 341,159	\$ 347,983	\$ 354,942	\$ 362,041	\$ 369,282	
<b>Fargo - to MHD</b>	<b>\$ 259,500.34</b>	<b>\$ 264,690.34</b>	<b>\$ 269,984.15</b>				\$ 794,174.83
Fargo - to retain	\$ -	\$ -		\$ 275,383.83	\$ 280,891.51	\$ 286,509.34	
<b>Moorhead (at 22.41%)</b>	<b>\$ 74,969.66</b>	<b>\$ 76,469.06</b>	<b>\$ 77,998.44</b>	<b>\$ 79,558.41</b>	<b>\$ 81,149.57</b>	<b>\$ 82,772.57</b>	
<b>5310 Capital Funds</b>							
Total	\$ 234,876.00	\$ 239,573.52	\$ 244,364.99	\$ 249,252.29	\$ 254,237.34	\$ 259,322.08	
Mobility Management	\$ 156,000.00	\$ 119,232.00	\$ 132,364.00	\$ 247,225.00	\$ -	\$ -	
<b>Fargo - to MHD</b>	<b>\$ 61,196.37</b>	<b>\$ 1,440.80</b>					\$ 62,637.17
Fargo - to retain	\$ -	\$ 91,926.81	\$ 72,284.57	\$ 1,572.88	\$ 197,251.40	\$ 201,196.42	
<b>Moorhead (at 22.41%)</b>	<b>\$ 17,679.63</b>	<b>\$ 26,973.91</b>	<b>\$ 25,104.42</b>	<b>\$ 454.41</b>	<b>\$ 56,985.94</b>	<b>\$ 58,125.66</b>	<b>\$ 856,812.00</b>
Funds for "Moorhead CapX"	\$ 413,346.00	\$ 369,574.11	\$ 373,087.01	\$ 80,012.81	\$ 138,135.51	\$ 140,898.22	\$ 1,515,053.67
<b>5339 Projects MHD (estimates^)</b>							
Sweeper/Scrubber	\$ 30,666.00						\$ 30,666.00
Shop Equipment	\$ 5,600.00						\$ 5,600.00
Pedestrian Warning	\$ 144,000.00						\$ 144,000.00
Microtransit Expansion	\$ 154,204.00	\$ 217,046.00					\$ 371,250.00
2161 Bus Replacement			\$ 112,097.00	\$ 354,943.00	\$ 159,860.00		\$ 626,900.00
Marriot Shelter Improvements*					\$ 105,388.00		\$ 105,388.00
<b>5310 Projects MHD (estimates^)</b>							
Bus 7191 Replacement	\$ 78,876.00	\$ 112,374.00					\$ 191,250.00
Shelter Replacement		\$ 8,000.00	\$ 32,000.00				\$ 40,000.00
<b>Moorhead Total CapX</b>	<b>\$ 413,346.00</b>	<b>\$ 337,420.00</b>	<b>\$ 144,097.00</b>	<b>\$ 354,943.00</b>	<b>\$ 159,860.00</b>	<b>\$ 105,388.00</b>	<b>\$ 1,515,054.00</b>

# Memorandum

**To:** MATBUS Coordination Committee

**From:** Jordan Smith, Assistant Transit Director  
Fleet and Facilities

**Date:** January 15, 2025

**RE:** *Vehicle Leasing and Insurance*



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## **Background**

Since 2002, MATBUS Paratransit services have been operated on a coordinated basis. We have 17 Paratransit vehicles, of which 4 are owned by the City of Moorhead. The four Moorhead vehicles are leased to Fargo and operated throughout the entire metro area. Fargo provides insurance for all Paratransit vehicles.

In 2007, Fargo and Moorhead built the Metro Transit Garage and merged fixed route operations to one location. Prior to this, Moorhead was utilizing Red River Trails for fixed route operations and maintenance. Even with this merger, and to this day, the fixed route buses continued to operate in their respective cities. We operate 30 Fargo owned, fixed route buses in North Dakota and 12 Moorhead owned, fixed route buses in Minnesota.

## **Consolidation**

We can gain operational efficiencies and cost savings by also consolidating our fixed route bus fleet, just as we did with the paratransit fleet. Fargo currently operates 22 fixed route vehicles in peak, which leaves 8 spares. Moorhead currently operates 9 fixed route vehicles in peak, which leaves 3 spares. Our bus spare ratio is good, but the issue we run into is that only certain vehicles can be used in specific service areas. Consolidating our fleet would give us flexibility to operate any vehicle throughout the entire service area. With 42 fixed route vehicles available for service each day and a spare ratio of 11 vehicles, there is the potential to decrease our fleet size.

## **Leasing and Insurance**

Similar to what we did with the paratransit fleet in 2002, we would like to implement a lease agreement with Moorhead for the fixed route fleet. Initially there were concerns about insurance levels and coverage. We have had discussion with the North Dakota Insurance Reserve Fund, and they have no concerns over insuring the Moorhead fixed route vehicles, just as they do with the Moorhead owned paratransit vehicles. Fargo does carry a higher deductible on our insurance plan of \$10,000 whereas Moorhead currently has a \$1,000 deductible. Statutory limits in North Dakota and Minnesota are met with the current insurance policy.



# Ridership – Item 3b

2023 & 2024 Ridership by Route

Period	Route 1 MHD	Route 2 MHD	Route 3 MHD	Route 4 MHD	Route 5 MHD	Route 6 DWT	Route 9 MHD
2023	71,410	78,231	51,117	111,840	47,323	9,110	5,897
2024	67,007	75,862	56,097	119,296	47,451	10,589	5,710
Change	-6%	-3%	10%	7%	.25%	16%	-3%

Period	Route 11 FGO	Route 13 FGO	Route 14 FGO	Route 15 FGO	Route 16 FGO	Route 17 FGO	Route 18 FGO
2023	35,318	74,244	87,636	222,635	27,137	32,254	42,639
2024	39,457	90,285	96,290	249,940	22,034	31,192	40,747
Change	12%	22%	10%	12%	-18%	-3%	-4%

Period	Route 20 FGO/WF	Route 24 FGO/WF	LinkFM MHD/FGO	Fargo Ind. Park On-Demand
2023	27,584	20,837	3,838	3,561
2024	27,371	22,929	3,829	2,904
Change	-1%	10%	-.23%	-18%



# Ridership – Item 3b

2023 & 2024 Ridership by Route & System totals

Period	Route 31 NDSU	Route 32 NDSU	Route 33 NDSU	Route 34 NDSU	NDSU On-Demand
2023	13,634	71,426	142,911	41,206	3,805
2024	27,019	40,943	153,997	36,751	4,191
Change	98%	-43%	8%	-11%	10%

Period	Moorhead/Dilworth Total
2023	374,928
2024	382,012
2023-2024 Change	2%

Period	Fargo/West Fargo/NDSU Total
2023	854,493
2024	884,901
2023-2024 Change	4%

Period	System Total
2023	1,229,421
2024	1,266,913
2023-2024 Change	3%



# Ridership – Item 3b

2023 & 2024 U-Pass College Ridership

Period	NDSU	MSUM	Concordia	M State	NDSCS
2023	270,143	525	195	269	307
2024	264,762	1240	316	494	433
Change	-2%	136%	62%	84%	41%

# Memorandum

**To:** MAT Coordination Board  
**From:** Cole Swingen, Assistant Transit Director - Operations  
**Date:** January 15, 2025  
**RE:** *Safety and Security Update*



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In 2024, staff members at MATBUS faced a variety of safety issues ranging from public intoxication to disorderly conduct, to assault and threats of harm. The attached document describes all documented instances where either hired security officers or local police departments responded to one of these instances. It is worth noting that due to transitions in security staff management, reporting was not done for a majority of the year, so in all likelihood there were additional issues that occurred that were not documented.

MATBUS is continually evaluating safety concerns through regular Safety Committee meetings and reviewing staff feedback. The Federal Transit Administration is also prioritizing staff safety through additional federal requirements that will document how concerns are being addressed.

We look to continue to provide security and safety updates to the committee as well as request input from committee members as we work to continue to improve safety and security for our staff members and our passengers.

Feedback ID	Date / Time	Tracking Details	Feedback Comments
FB240125150	1/25/2024	Police / Security Presence	At 1700 Fargo Drug Enforcement Agents came to the GTC to arrest a passenger that got off the Jefferson lines bus.
FB240126150	1/26/2024	Police / Security Presence	Dispatch report Tammy called and said a Native american male punched the glass if the door on bus 2171. Jordan/ Lori: Dilworth PD wants pictures of the damage and estimate of the repair. Would like a text or call when that information is send to him. (Information in contact section.Cole: The officer will be sending you the trespass information.
FB240328171	3/28/2024	Passenger Behavior; Police / Security Presence; Safety Event	Woman was reportedly walking in front of buses while they were being released. She then wandered into the lobby from the shelter and proceeded to the window. She was drooling and seemed unwell so I called the Red River Dispatch. She fell onto the floor and then made her way to the seating area. Red River DIspatch arrived at 10:04.
FB240422179	4/22/2024	Passenger Behavior; Police / Security Presence	Received in an email from Carrie: These 2 individuals caused some trouble at the 20:15 release time on route 15. The female threatened to shoot security and to shoot up the building, the male also damaged the NP facing entrance. PD was contacted and when they arrived the couple took off. PD is currently trying to locate and identify the individuals.
FB240605184	6/5/2024	Passenger Behavior; Policy Issue; Police / Security Presence	Evangelina called to notify the Admin Office that Route 3 was late arriving at the GTC and her 90-minute transfer will expire before she gets home. She boarded Route 1 at 2:47 p.m. and is arrived at the GTC at 3:18 p.m. (3 minutes late). The next Route 4 bus would be departing at 3:45 and arrive at Walmart at 4:10. Route 6 is only hourly and doesn't arrive at Walmart until 4:40 p.m. which is past her 90-minute transfer. She doesn't have any money and can't get home. I then called GTC Dispatch and asked them to give her a complimentary single-ride ticket this one time to get her home. Evangelina called me back to say that a drunk man threatened to slam the door in her face (I assume when leaving the GTC to go out to her bus). She went outside to go to the Route 4 bus, and the drunk guy tried to go around her, threw himself on the concrete and said she hit him with the wheelchair (which she didn't). She was too afraid to board the 3:45 Route 4 bus, because the drunk guy got on that bus. Also, she said that the security woman told her to let security handle this person, but Evangelina is concerned for her safety.I called Evangelina back and told her to take the next Route 4 and she would get home. In the future, if she is scared to wait at the Walmart shelter between buses, she can ride Route 9, which turns into Route 6 and will take her home to Houge Estates. Evangelina said in the past drivers won't let her ride Route 9 to get to Route 6. I told her to contact me if this happens so that we can identify the driver. Since these routes are interlined, it would not be considered joy riding.I called GTC Dispatch and spoke to Andrew Almer. Evangelina did get her free single-ride ticket and got on the 4:15 p.m. Route 4. I watched the GTC video and was able to confirm that the male passenger did appear drunk or unsteady and had difficulty walking. I did see him fall in front of her, but he didn't appear to be hurt nor could I see that she ran into him. I do not feel that there is any ongoing safety concern. GTC Dispatcher Almer confirmed that the two passengers had a verbal confrontation inside the GTC because Evangelina was yelling at Dispatcher Deanna and the male passenger told her to pay her fare and shut up.
FB240611184	6/11/2024	Passenger Behavior; Police / Security Presence	A man called and said he was going to 'shoot up the GTC' because the driver missed his stop at Churches United. PD called to say he answers his phone but just hangs up on them.
FB240606186	6/6/2024	Passenger Behavior; Police / Security Presence	At the last stop just before Kmart stop a woman wearing blue pants and a black sweatshirt go on my bus. Her card did not work so she paid cash. I noticed a clear bag with whiskey in it. It looked closed so I didn't say anything. She sat down and instantly tried to hide taking a swig of the drink. I said you can't drink that on here. get off my bus. She demanded her \$1.50 back. I said no get off my bus. Finally, I reached for my radio to contact dispatch. She finally got off and cussed me out. Dispatch was notified and I carried on.
FB240614188	6/14/2024	Police / Security Presence; Emergency Services	Driver Feedback Form received from Transdev:The driver writes that he noticed a female passenger slumped over in the back of the bus. He says he tried to wake her up by shouting and talking to her several times, but she didn't respond. The driver reports he then contacted dispatch for assistance and ensured the passenger was breathing and had a pulse.The driver states Fargo PD and emergency services arrived, assessed the passenger, and confirmed she was fine. The driver concluded his report by noting that the passenger disembarked the bus at 32nd Ave near 15th St.
FB240619189	6/19/2024	Passenger Behavior; Police / Security Presence	The driver of route 5 called to say a woman was hitting him while he was in the drivers seat. Dispatched called central dispatch to send PD to the bus. PD issued a trespass to the woman and removed her from the bus. The driver will provide a copy of the paperwork for the trespass.
FB240620189	6/20/2024	Passenger Behavior; Police / Security Presence	There was a Male at the holiday gas station on 1st St. He used a metal piece off the shelter to break two windows on the shelter. I did not see this happen, But I saw the damage after the fact. There was a man at the shelter who did see the incident, he pointed out the guy who did do the damage to the shelter. He was a white male around 30 to 35 with a long grey t-shirt on and blue jeans.
FB240702191	7/2/2024	Passenger Behavior; Police / Security Presence	Around 10:24 am, I, Heidi, was helping Wayne with his time card when an older woman with a wiry grey ponytail approached the window to ask about bus routes. She then accused Deanna and me of being witches, pointing at us and Wayne, and prayed the Our Father while claiming to put a hex on us. After finishing, she pounded on the window, yelled, "Bitch, leave him alone," and ran outside, pointing at passengers and calling them "evil."Jasmine, the road supervisor, went outside when she heard the woman yelling at another passenger on the bus. The passenger had moved to the back of the bus to avoid the woman. The situation escalated when the woman got off the bus, chased Jasmine with her shoe, and eventually hit her in the back. Jasmine mentioned the woman returned to the Route 15 bus but wasn't sure if she was still onboard.Wayne and Deanna said the woman is a regular, and similar behavior has occurred before without feedback being entered. I plan to contact the police to see if they know her and can refer her for assistance. I'll also check with Cole and Julie about potentially pursuing a trespass.
FB240621192	6/21/2024	Police / Security Presence	Driver feedback: When I arrived at the Dilworth Walmart at 9:32pm, Two passengers boarded the bus and wanted the bus to leave right away. The manager at Walmart also boarded the bus ant informed me that the police were on the way and need to speak to both passengers. The police arrived and we departed late at 21:58pm.

FB240717193	7/17/2024	Passenger Behavior; Police / Security Presence	The route 15 bus had a full bike rack and a passenger tried to take his bike on the bus. The driver informed him that Matbus policy did not allow bikes on the bus. The passenger became verbally hostile with the driver and another passenger. The second passenger got off the bus and removed his bike from the rack. The first passenger continued to scream and swear at the driver. PD was called who removed the man from the bus and he left property riding his bike.
FB240722195	7/22/2024	Passenger Behavior; Police / Security Presence	Route 4 driver 1034 had an issue with a couple of passengers (behavior wise) and security got involved at GTC. An hour later the same couple caused issues with Route 1. And at about 7:45 pm I had an issue with the same couple: intoxicated older native male with a younger native female (possibly intoxicated). I told them that I am not allowing them to ride the rest of the night due to the issues cause on 2 different routes and with security involvement. The man began to throw verbal insults (white trash redneck) then vulgar insults with a threatening stance at me like (my c*nt not worth nothing). I called for security 3 or 4 times with no response and then showed after I managed to get the couple to leave the property. This couple looks very similar to a male and female on the permanently trespassed list.
FB240719196	7/19/2024	Passenger Behavior; Police / Security Presence	Driver Feedback: An intoxicated black man moved in the bus to a seat next to a female passenger in the back of the bus. He then said something to the female passenger that made her and another female passenger move to the front of the bus. He then started talking to a male passenger and called the female passenger a bitch and the she should "suck his dick." At West Acres Mall I had the passenger get off the bus and informed West Acres Security about the passenger. He then turned toward me and grabbed his crotch and then flipped me off.
FB240801197	8/1/2024	Passenger Behavior; Police / Security Presence; Emergency Services	When the 15 pulled in the driver tried calling for security. He did not answer. Dispatch then called security on the radio and go and answer from the guard informing him bus 4244 needed assistance. Dispatch was told to "Call PD" Andrew went out to try and wake a native American male that was passed out in the back. After several unsuccessful attempts Red River Dispatch was called and the EMS was sent to the GTC. the man refused treatment and the bus left on route.
FB991230198	8/3/2024	Passenger Behavior; Police / Security Presence	A female passenger named Donna walked on to the GTC lot to board route 1. Dispatch noticed she had an unusually large amount of clothing and purses with tags on them, piled high in her arms. Dispatch called the police and police arrived at 7:00pm. Donna was arrested at 7:15 and removed from the property.
FB240817200	8/17/2024	Passenger Behavior; Police / Security Presence; Emergency Services	Intoxicated woman passed out while eating. She started to expel and mobile detox was called. Mobile detox arrived and recommended an ambulance be called. Emergency services arrived at 5:05 and an ambulance took her.
FB240820200	8/20/2024	Passenger Behavior; Police / Security Presence	Road Supervisor was called to SEHS shelter to try to deboard passenger who refused to get off the bus. She was unable to get the passenger off. Dispatch called the police at the request of the passenger and road supervisor. Police arrived at scene and was able to get the passenger off. Dispatch directed the bus to deadhead to the mall to begin the 11:00 route on time.
FB240824201	8/24/2024	Passenger Behavior; Police / Security Presence	A woman came up to the window asking to have her badly damaged paper credit for .25 be replaced. I told her our policy is the paper credits/transfer cannot be replaced. She replied, a bus driver told her that we would replace it for her. I asked her which bus driver? She said a bus from last week. I then asked her where she got the ticket. She then demanded to speak my supervisor. I told her no one is here but me, but you can fill out a compliant form. I then gave her the form to fill out. She asked what my name was and how to spell it. During this time, the security guard walked over because she was yelling at me and when she saw the security guard, she sat down.
FB240826202	8/26/2024	Passenger Behavior; Police / Security Presence; Emergency Services	Several drivers not just 1613 had issues with some intoxicated persons and someone refusing to exit the bus. Security, once again, took off before all the buses did their final drop and run through GTC. PD was called to deal with the issues.
FB240904203	9/4/2024	Passenger Behavior; Police / Security Presence; Emergency Services; Safety Event	Driver 1034 called for assistance on her bus with an intoxicated male, named Roger Selwyn, who verbally threatened her. Dispatch notified security. Security got him off the bus and told the passenger to leave the premises. The passenger continued to board bus 17. Security followed him and told him to get off. After the passenger left the bus he physically assaulted the security guard by swinging a punch. The security guard lowered him to the ground safely in one swift move where he continued to restrain him. Dispatch called police at 6:14 pm and police came a few minutes later. The passenger was let up but continued being verbally belligerent. He was held on the south side by police until Detox arrived and left at 7:00pm. Dispatch would note that a woman identified as Laura Buck, who is trespassed, was with him and came to the window trying to get cash for his pass. When dispatch told her the no refund policy, she continued to threaten and verbally harass. Police were notified of her presence. They both left at 7:00 pm with Detox.
FB240905203	9/5/2024	Passenger Behavior; Police / Security Presence	At approximately 10:30am A male passenger exposed himself to a female rider on the bus. After arriving at GTC he left the property. The passenger filled out a separate incident form for dispatch and would like to be contacted back. Another feedback was submitted connected to this one FB2409182064
FB240904203	9/4/2024	Passenger Behavior; Police / Security Presence	rec'd this email from San H (cleaner at GTC ):Good morning Julie, thought I'd let you know last night around 9 pm when we were almost getting done with GTC. A lady came in the ladies bathroom with a screwdriver opened up every single toilet paper dispenser and stole all the toilet paper put it in her bag. Security tried stopping her but she took off.
FB240905203	9/5/2024	Passenger Behavior; Police / Security Presence	One black guy asked me to sit with him on the bus when I said I am okay with where I am sitting right now, he sat next to my seat after few minutes and then nudged my bag asking me to look as he swung out his penis in the bus. the incident happened in the time frame of 10:20- 10:35 am.



FB240905204	9/5/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:At approx. 2015 Mat Bus Janitorial Technician Sam Hodzic, informed me that an individual was doing drugs in the men's bathroom. I proceeded to go into the bathroom and observed an African American Male (Late 40s, early 50s wearing a neon green hoodie, white hat and shorts) kneeling on the bathroom floor leaning into a white powdery substance in front of him. I asked him what he was doing, he got spooked and replied he was using the bathroom. I asked him about the substance he was messing with, he started swearing up and down it wasn't drugs it was aspirin. He panicked and started trying to clean up and follow me into the Security Office. I called 911 to get Fargo PD in route. During the call, the individual tried to board the buses. I called out on the radio telling the bus drivers not to allow the individual to board their buses. When the individual could not get on the bus he proceeded to take off West on NP Ave. I informed dispatch of his direction of travel. Dispatch asked if I wanted the individual to trespass. I confirmed yes I did. Janitorial staff were unaware of illegal substance protocols and unfortunately cleaned the substance up before I could have PD come inspect it.
FB240905204	9/5/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:At approx. 1520, I was alerted by GTC Staff of an individual blocking the bus lane entrance to the hub. I dispatched to speak with the individual. Upon making initial contact I observed the individual (Mike?: Caucasian Male, mid 40s, wearing Jeans, Red Shoes, Blue Superman Shirt) appeared to be under the influence of something. He was making very jerky movements on his underwear, pants and shirt. He was initially unresponsive to my attempts to converse with him. He appeared to have no idea I was there. I kept trying to engage with him, encouraging him to move out of the way of traffic. He was very difficult to communicate with in his state. I radioed to the GTC staff to dispatch medical as I continued to try to get him out of the bus lane. I managed to get his name, Mike. I asked Mike if I could help him with his bag to get on the sidewalk out of the way of the bus lane. I moved his bag out of the way and it still took a bit for him to respond. He finally moved from the bus lane to his bag. I tried to convince him to have a seat and relax for a minute but he was insistent on leaving. Mike proceeded to pick up his bag and head East on Main stopping at the next building over on property. Medics Ryan and Ceceily arrived in Unit 6751 at approx. 1530. I pointed the individual out to them and they proceeded to go try to speak with him and assess his condition. Given that the individual was off of property I could not pursue further. PD in Units 86 and 55 showed up shortly thereafter. Was not able to speak with them. Individual is off of the property as of 1540 and no longer an issue to the hub, staff or patrons
FB240824204	8/24/2024	Employee Behavior / Rude; Policy Issue; Police / Security Presence	On Saturday, August 24, driver Trei Johnson was smoking outside of the designated smoking area at the Ground Transportation Center. The on duty Sentry Security guard noticed this and came up to him, aggressively telling him that if he wanted to smoke, he needed to be in the designated area. This security guard had spoken to Trei about this a week or so prior. This interaction quickly became a physical confrontation, where the security guard tried to grab the cigarette out of Trei's hand.
FB240909204	9/9/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:Officer Silk received a call about a person sleeping on bus 2161. She dispatched, boarding the bus and observing a Native Male in his late 40s, sleeping. After attempting to wake the individual up with no success. Officer Silk contacted Fargo PD for assistance. PPD arrived on site at 1648 to assist. FPD assisted the individual off of the bus and departed with him to detox at 1657
FB240913205	9/13/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:I was conducting a routine ext patrol when an African American Male, mid 40s (Miguel Pitman) came stumbling across the street asking for help. He requested a paramedic, admitting he was on Fentanyl. I started a call to 911 but PD Officer Phillips just so happened to witness the situation himself and stopped to assist, followed by Unit 59 with Officer Dean. I briefed Officer Phillips on the situation and he began assessing Mr. Pitman placing a call for paramedics. Fargo Fire Unit 801 arrived on site first at 2122 followed by Ambulance 6757 at 2127. Paramedics evaluated Mr. Pitman and determined it necessary to take him in for care. Paramedics intended to take Mr. Pitman to Essentia based on Mr. Pitman's condition departing property at approx 2140
FB240918206	9/18/2024	Passenger Behavior; Police / Security Presence; Emergency Services	At 1:01 pm on the south side GTC east camera, a man gave another passenger a piece of paper which started the incident. The man in blue then approached the other man and a physical fight ensued with him throwing the first punch. A police officer was already on site and ran quickly to the scene. The officer disengaged the two and placed one in handcuffs. After they seemed calm, the officer took off the handcuffs and one boarded route 15. Dispatch recovered the piece of paper which read, "Dear depression, F*** YOU! #shoot me!
FB240918206	9/18/2024	Passenger Behavior; Police / Security Presence	A woman came to the window to tell dispatch that the man who exposed himself to her on a bus on Sept. 5th was in the smoking shelter. Dispatch notified Red River Dispatch he was on the premise in order to identify and trespass him. Police approached the man at the smoking shelter at 12:56 pm. The officer spoke to him and the man walked away off the premises.
FB240918206	9/18/2024	Passenger Behavior; Police / Security Presence	At 6:09 pm on Sept. 14, a grown female passenger walked behind the buses stanchions on the south side lot to write something on the pavement, posing a safety concern. Security immediately responded by approaching the woman and telling her to stop. She ran away from security and was no longer a problem. She wrote Shane Netteville in sidewalk chalk.
FB240918206	9/18/2024	Passenger Behavior; Police / Security Presence	Driver alerted dispatch on a passenger, Alpheus Putman, who tried to board his bus while heavily intoxicated, drinking alcohol, and refused to pay fare. Security called PD, who arrived on scene and called Detox, as the man could not walk on his own. An ambulance came and placed the passenger on a stretcher and removed him from the premises.
FB240918207	9/18/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:Security Officer Jera Silk was informed of an individual drinking on the property. Officer Silk responded, asking the individual to leave. Individual (Alpheus Putman) returned a short time later and attempted to board a bus, clearly heavily intoxicated. Fargo PD was called to remove the individual from the property
FB240920207	9/20/2024	Passenger Behavior; Police / Security Presence	A passenger who was severely impaired came into the GTC and sat down. I have dealt with this passenger in the past so I called central dispatch who sent an officer to help her. He contacted detox who arrived and took her away.

FB240921207	9/21/2024	Passenger Behavior; Police / Security Presence	Dispatch and security were alerted by another passenger, of a woman, Jannesse Birgham, sitting, on the Northwest side of the building, drinking alcohol out of an open container. Security approached the woman at 3:59 and asked her to leave, but she refused. Dispatch called Red River Dispatch to have her trespassed. Police arrived at 4:35 and trespassed her. The woman staggered across N.P. Avenue north on 5th St on her own at 4:50 pm. Update: Jannesse Birgham, returned to the GTC at 6:37 pm (Northside, Looking East) and sat at the smoking shelter. Security called police, who arrived at 7:02 pm. and removed her from the premises.
FB240920207	9/20/2024	Passenger Behavior; Police / Security Presence	Received in an email from Sentry Security officer: At the main gtc hub Downtown I had Megan Wharton threaten to kill people and said I stole her bike from her house 2 pd officers were here and they knew her I did a 1 year trespass for the threatening people.
FB240924208	9/24/2024	Passenger Behavior; Police / Security Presence	Melissa Goven was trespassed today by Fargo Police. A road supervisor and driver reported her smoking an unknown substance in the smoking shelter. Security called police who arrived at 4:00 (Southside GTC West). She removed herself from the property at 4:05 (Eastside GTC North).
FB240924208	9/24/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report: At approx 1914, GTC staff member radioed security about a young female, early 20s (black jogging pants, black long sleeve shirt, 2 tone brown hair) pacing frantically around the exterior of the building looking distressed or confused. I went outside and located the individual, attempting to speak with her near the east side bus ramp. Individual ignored me and appeared distressed and continued pacing eventually leaving property towards the east before PD arrived. I placed a call to Fargo Non Emergency dispatch for a welfare check. 3 PD Officers I did not manage to get the names of arrived around 1927 and checked in with me. They were familiar with this individual, stating she has some mental health issues and assured me they keep an eye on her. No further details disclosed. As of 1934 there is no sign of the individual on property
FB991230208	9/25/2024	Passenger Behavior; Police / Security Presence; Fall / Injury	At 2:59 (Lobby Door 3) a young woman came to the dispatch window and yelled at dispatch, alerting security to the situation. She came with her friend, a young black woman who was yelling and appeared to be extremely agitated. They wanted to board the bus but did not have enough money. I tried to help them but they were acting hysterical and aggressive. Security told them to leave but they refused. Dispatch called the Red River Dispatch. The black woman started to walk toward the west driveway and picked up several rocks which she threw at the security guard. Two of the rocks hit him, one in the face, one in the arm. Red River Dispatch arrived at 3:46 pm but the women had already left. If the police see her again they will permanently trespass the rock throwing woman from the GTC. The security guard pressed charges.
FB241001209	10/1/2024	Passenger Behavior; Police / Security Presence	Was riding along with the driver of Route 1/3 as he was unsure of the route 3 detour. Lady with pink hair and brightly colored top with denim cut off shorts boarded already yelling obscenities and trying to tap her connect card but stopped trying and attempted to sit down; I notified the passenger that she needs to tap her card. She yelled and called me B*tch - I then told to exit the bus with that behavior and she again called me a b*tch and attempted to hit me in the face
FB241002210	10/2/2024	Passenger Behavior; Police / Security Presence	At 4:52 a black man, wearing a gray sweatshirt, named Eddie Allen, approached the customer care window to inquire of his balance. (Admin 360 Customer care camera) Account number 1000004138. He then proceeded thru the lobby to the east side doors (eastside GTC north camera), where he assaulted another passenger who appeared to be having a smoke, by punching him and chasing him. He then left the premises heading across N.P Ave north on 5th St. (north side Looking east Camera). The victim gave the security guard a statement, who then called Red River Dispatch. Police have not arrived at this time yet. Picture attached of assailant.
FB241002211	10/2/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report: At 4:56pm an individual came to the security room stating that he was assaulted in the North East corner of the building. The subject demanded the officer to pull camera footage and a business card. Officer Jera Silk stated that she would call Fargo police department for assistance with this incident. However the subject stated that he would handle this himself and left the property. Officer Jera was unable to gather any information from the subject before he turned around and left the property.
FB241011211	10/11/2024	Passenger Behavior; Police / Security Presence; Emergency Services	At 17:13 a white male walked up behind a black male getting on to the bus 4 and pushed him. This made the black male turn around and punch the white male, knocking him out. Emergency services were called.
FB241012211	10/12/2024	Passenger Behavior; Police / Security Presence	Amanda Negaard came into the GTC appearing to be inebriated. She collapsed onto the lobby seats and laid down. Security called Mobile Detox, who left with her at 16:50. The same thing occurred on 8-17. FB2408172001
FB241014216	10/14/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report: Officer Jera observed a female individual sitting next to the North GTC entrance smoking a cigarette and talking to herself. After being asked several times to move to the designated smoking area she remained at the entrance. Officer Jera called non emergency. Shortly after Officer Kiel arrived at the GTC and asked this individual to leave the GTC property. This individual raised her fist and yelled, " I only know murder." This individual then walked off the property. An officer arrived. Officer Jera informed the police officer that the individual had already left the property.
FB241025216	10/25/2024	Employee Behavior / Rude; Police / Security Presence	This day's security guard approached me regarding Trei Johnson (1890) and his verbal behavior towards security. Trei was making snide comments and such under his breath/ loud whisper (enough to be heard). Security stated that he will just ignore the comments and avoid contact with Trei to help prevent further escalation. Trei's behavior needs addressing.
FB241026217	10/26/2024	Police / Security Presence; Safety Event	Driver reported two young girls at the intersection of 23rd St N and 4th Ave N who jumped in front of the bus as a prank. Dispatch called Red River Dispatch to report the incident who then sent police to the location.
FB241021217	10/21/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report: At 1910 Officer Cole was conducting a round when the subject approached him informing him she had PTSD and had just taken medication to help calm her down. The subject requested that Officer Cole check on her in 30 minutes. Officer Cole checked back on the subject at 7:30pm and she spoke with him for a while before requesting him to call for the police to take her to the hospital for medical help to calm down. Officer Cole called Fargo PD for assistance at 8:15pm. Fargo PD and Sanford Ambulance transported the subject to the hospital at 9:05pm.

FB241029217	10/29/2024	Passenger Behavior; Police / Security Presence; Fall / Injury	At 18:45 a young Black male came into the lobby with blood running down his face. he stated that a another black male punched him in the face while he was sitting in smoking shelter. GTC dispatch called emergency services. Passenger came off of bus 2201 at 18:40. Video was requested form that vehicle.
FB241030218	10/30/2024	Passenger Behavior; Police / Security Presence; Emergency Services	At 15:12 Eulalio Belenton Jr. showed up on the property intoxicated. He was being loud and obnoxious in the lobby. The tried to stop the buses as they were departing. Security called RRDC and an officer arrived at 15:45 and escorted him off the property. At 16:15 Eulalio and continued to be loud and obnoxious. RRDC was called again and police just arrived at 16:27.
FB241101218	11/1/2024	Police / Security Presence	The cleaners foud a unspent bullet with the marking "40 S & W" on it in the first stall of the men's room.
FB241104219	10/30/2024	Passenger Behavior; Police / Security Presence	On 11/5, I received a call from a Fargo PD officer requesting video of Route 18. A passenger had reported that their belongings had been stolen sometime between when they boarded the route at the GTC and when they alighted at the 32nd Ave S Essentia Hospital bus shelter.
FB241127222	11/27/2024	Passenger Behavior; Police / Security Presence; Emergency Services; Safety Event	Driver reported a physical assault by a violent passenger at Broadway and 1st Ave. N. Dispatch sent security immediately to the location and called the Red River Dispatch. The security officer got there before the police arrived and removed the violent passenger from the bus. Driver reported broken window glass everywhere and injuries from the altercation. Fargo Day Break took over for the 15B at 4:45. Suspect picture is attached. Dispatch note: He is a regular and is very eccentric but never was violent before this. He appeared to be under the influence of something that night.
FB241113223	11/13/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/13/2024 Officer Granstaff was working Guard shift at the GTC. At 1330 he noticed a female wearing a white jacket who appeared to be asleep. Officer Granstaff tried several times to wake her and she was non-responsive. At 1403 Officer Granstaff called the PD to report the incident. At 1415 Officer Junson arrived and ended up getting the female to leave the property.
FB241118223	11/18/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/18 at approximately 1935 Officer Cole was on duty and saw a female he recognized from previous contacts, as Amanda Nygaard. Amanda was yelling profanities at no one in particular and Officer Cole noticed there were small children present. Officer Cole contacted Amanda and asked if she was ok. Amanda became emotional and appeared to be under the influence of intoxicating beverages. Officer Cole asked her if she wanted him to contact mobile detox/outreach and she responded that she did. Officer Cole called Mobile Outreach at 1937, they arrived at 1952 and departed with Amanda at approximately 1957.
FB241129224	11/29/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/29/2024 Officer Cole was on duty at the GTC. At approximately 2142 Officer Cole was walking through the lobby when he saw a male he recognized from previous experience as Adel Hussein sitting in the lobby pointing a laser pointer at Officer Cole. Officer Cole recognized him as being on the permanent trespassed list from the GTC. Officer Cole told Hussein that he could not be there as he is trespassed from the property. Hussein said that he was going to get on a bus. Officer Cole told Hussein that he was not allowed on the bus and told him he would have to leave the property. The male denied he was Hussein and told Officer Cole that he was going to take care of this "once and for all" Hussein did leave the property and Officer Cole locked the facility.
FB241210225	12/10/2024	Passenger Behavior; Police / Security Presence	Driver entered GTC at the end of his shift and alerted a passenger in the back of the bus that the route was over. Driver then called for security and then PD was called for the intoxicated passenger, but the passenger left before PD arrived. PD reviewed Lytx video for an image of the passenger. They know who he is and will be looking for him.
FB241127226	11/27/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/27/24 Officer Cole was on duty at the GTC. At approximately 2042 Officer Cole was making a security round when he smelled cigarette smoke coming from hallway area of the GTC. Officer Cole noticed a male, 50 years old, white, tan jacket, orange pants, grey beard, standing just outside the sliding door smoking and acting erratically. The door appeared to have been pushed off the track. The male told Officer Cole that he needed to use a phone so he could "get out of town". Officer Cole asked him if he had damaged the door. The male did not respond but started trying to get the door back on the track. Officer Cole called the non emergency number for Fargo PD. The male noticed Officer Cole was on the phone with the police and left the property toward Bell Bank. Fargo PD arrived at approximately 2052 and asked to see the damage. Officer Cole told them the door was not broken and was able to get the door back in the track. At 2057 the male returned to the GTC. Officer Cole told him he would have to leave based on his earlier actions and behavior. The male got upset but did leave the property towards the west.
FB241127226	11/27/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/27/2024 Officer Granstaff was on duty at the GTC. At approximately 1450 Granstaff heard a loud noise coming from the men's bathroom that sounded like something was being broken inside the handicapped stall. Officer Granstaff was going to call the non emergency police number when he heard a female screaming from the GTC lobby area. Officer Granstaff called 911. While Officer Granstaff was on the phone with dispatch, the male went out the back door and the female exited out the front. Granstaff with GTC dispatch watched the male on the camera while he was going to attempt to locate the female. When Officer Granstaff got to the front area outside the GTC, Fargo Police were on scene. The female refused to provide her name and was given a 1 year trespass. Fargo PD determined that the male had an outstanding warrant and he was arrested and transported by the Fargo PD. Officer Granstaff took the man's bike and bag to the lost and found. The man came later and retrieved his bike and bag from the lost and found.
FB241210226	12/10/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/10/2024 at approximately 1912 Officer Granstaff was on duty at the GTC when he received a call from bus 4243 reporting a black male wearing a green jacket and black pants sleeping on the bus. The bus arrived at the GTC and Officer Granstaff contacted the male who became agitated and verbally abusive, advancing on Officer Granstaff in a threatening manner. Officer Granstaff had the driver call Fargo Police. The male got off the bus and went to the south side of the lot where he was contacted by Fargo Police at 1933. Officer Granstaff stayed with the bus driver until police arrived. Officer Granstaff asked the Fargo Police to issue a one year trespass.

FB241206227	12/6/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/06/2024 at approximately 1500 hours Officer Jera was on duty at the GTC when she saw a female who appeared to be sleeping. Officer Jera woke the female and told her she could not sleep there. A few minutes later Officer Jera observed the female who appeared to be sleeping again. Officer Jera attempted to wake the female but could get no response. Officer Jera called the Fargo Police at 1504. Officer Batterberry with the Fargo Police arrived at approximately 1513 hours. Officer Batterberry was able to wake the female a few minutes later and directed her to leave the property.
FB241206227	12/6/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/06/2024 at approximately 1508 hours Officer Jera was on duty at the GTC when a bus driver reported that there was a male sitting in the lobby that was trying to start fights on the bus. Officer Jera contacted the male and asked him to leave the property several times but the male became agitated and started yelling and swearing. Officer Jera called the Fargo Police and Officer Batterberry arrived a short time later. Fargo Police escorted the male from the property.
FB241205227	12/5/2024	Passenger Behavior; Police / Security Presence; Emergency Services	Received in Sentry Security Incident Report:On 12/05/2024 at approximately 1800 hours Officer Cole was on duty at the GTC when he noticed a female in the lobby who appeared to be having a seizure. There was a black male with the female who became agitated when Officer Cole asked if the female needed assistance. Officer Cole went into the security office and called 911 and reported the incident. Fargo Police arrived at approximately 1809 and were trying to calm the male down. Fire Department and EMS arrived at approximately 1812 and placed the female onto a gurney and took her to the ambulance.
FB241126227	11/26/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/26/2024 Officer Nelson was on duty at the GTC and arrived at approximately 1100 hours. Shortly after Officer Nelson arrived he noticed a black male wearing a black and grey jacket, arrive with carrying several bags. At approximately 1230 hours he contacted the male, who was coughing violently and appeared to be trying to sleep. Officer Nelson asked him if he was waiting for a bus. The male said he was and said to stop bothering him. Officer Nelson told the male that he had to get on a bus or leave the property. The male kept saying that he was being bothered for no reason. At approximately 1330 hours Officer Nelson returned to the GTC and noticed the same male asleep on the bench. Officer Nelson again contacted him and told him he had to get on a bus or leave. The male became extremely agitated and started yelling and swearing. Officer Nelson went into the office area and called the Fargo Police and requested the individual be trespassed. The male gathered his bags, continued yelling and swearing, took the bags and sat outside next to the building on the east side. At approximately 1357 several Fargo Police units arrived. Officer Nelson contacted the first Officer and pointed out the individual, and asked him to be trespassed. Fargo Police said they had dealt with the same individual earlier at the public library. The male began yelling and swearing and the Police Officer asked that Officer Nelson wait inside. Officer Silk arrived about this time and the shift was turned over to her. Officer Nelson explained the circumstances to her prior to departure.
FB241116227	11/16/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/16/2024 while on duty at the GTC Officer Cole was informed by dispatch that there was a disorderly person on bus 4186 parked at the east side of the lot. Officer Cole contacted the driver and remained while the driver attempted to get the passenger to pay. Passenger was a white male, approximately 30 years old wearing a gray jacket and gray beanie. Driver was trying to get the male to pay. Ultimately the driver allowed the male to continue the ride without paying. Officer Cole asked the driver if he needed any further assistance and was told he did not.
FB241116227	11/16/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/16/2024 while on duty at the GTC Officer Cole was informed by dispatch that there was an intoxicated male on bus 4249. Officer Cole contacted the driver as the male got off the bus. The driver advised he should not be allowed to ride the bus for the rest of the night. Officer Cole contacted the male, a 45 year old Native American wearing a black jacket and blue jeans. Officer Cole smelled a strong odor of an alcoholic beverage emitting from the individual and it appeared he had urinated in his pants. Officer Cole told the individual he would not be able to ride the bus for the rest of the night and he got angry and started swearing at him. Officer Cole told him he would have to leave the property due to his behavior and asked him if he wanted Officer Cole to call detox for him. He said he did not and continued swearing. Officer Cole convinced the individual to leave, which he did out the front door. The male went outside and crossed the street in the path of moving vehicles and continued north.
FB241118227	11/18/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/18/2024 at approximately 2015 Officer Nelson was working security at the Mall hub when an approximately 50 year old white male wearing a red and white baseball hat and dark glasses approached him frantically. He was yelling for me to call the police about a drug dealer with needles, meth and heroin. He was yelling and insistent that Officer Nelson call police immediately and indicated the problem was inside the glass bus stop waiting area. As Officer Nelson started walking that direction, he yelled several times not to go in, it was dangerous, and kept saying call the police. Officer Nelson knew there were 2 white males and 1 white female inside. As Officer Nelson approached he saw nothing suspicious. He opened the door and they were all standing. One white male with a beard was eating something out of a paper cup. The other two were standing together and the male was holding a phone he was looking at. Officer Nelson asked if everything was okay and they said yes and told him they were waiting for a ride. They were calm and Officer Nelson saw nothing suspicious or illegal. Officer Nelson went back outside to contact the complaining party, who was standing near the end of the covered walkway. Officer Nelson asked him what he had observed. The male grabbed his bucket and black bag, started walking quickly away toward the area where the trash compactor was, yelling that he was calling the police and that Officer Nelson was going to be fired. Officer Nelson did not follow him but watched him hiding behind the wall with his phone as if he was talking on the phone with the police. Officer Nelson walked away and the complaining male eventually came back to the covered area. Officer Nelson asked him what his name was and what he had seen. He refused to give his name, told Officer Nelson he had called his PO and that he was being placed into witness protection. He eventually went into the enclosed waiting area after the 3 individuals had left, got onto a bus and left without any further incident. Police never came and were not called by Officer Nelson. Mall Security was informed as the complaining male had stopped them as they were leaving work. I relayed the same information to them that there was a claim about illegal activity, and I had not seen or found anything to validate the claim being made.

FB241121227	11/21/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/21/2024 at approximately 1440 Officer Silk was on duty at the GTC when she observed a female later identified as Nygaard, exiting the bus who appeared to be intoxicated. Officer Silk could smell a strong odor of alcoholic beverage emitting from Nygaard. Officer Silk told Nygaard that she would need to exit the property. Nygaard refused and proceeded to lay down on one of the seats and appeared to be sleeping. Officer Silk called the Fargo Police Department and requested that they respond to trespass Nygaard. Nygaard began yelling obscenities. Fargo Police arrived at approximately 1454 and Officer Silk asked them to trespass Nygaard. Fargo Police escorted Nygaard outside and she was picked up by Mobile Detox.
FB241121227	11/21/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/21/2024 at approximately 1509 Officer Silk was on duty at the GTC when she was advised that there was a male sleeping on bus 1220. Officer Silk boarded the bus and observed the above described male who appeared to be asleep, face down with paper towels wrapped around his hand. Officer Silk tried several times to wake the individual with no success. Officer Silk called the Fargo Police. Officer Hughs with Fargo Police arrived on scene at approximately 1520. Officer Hughs was able to wake the individual with what appeared to be a sternum rub, then escorted the male off the property.
FB241121228	11/21/2024	Passenger Behavior; Police / Security Presence	On 11/21/2024 at approximately 1905, Officer Silk was on duty at the GTC when a GTC employee advised her of smoke coming from the men's bathroom. Officer Silk announced herself several times and got no response. Officer Silk entered the bathroom and observed what appeared to be smoke coming rom the stall. Officer Silk announced that there was no smoking in the facility and a male responded that he was using the restroom. Officer Silk advised him that he would have to exit the property. The above described male existed the stall and left the property without incident.
FB241123228	11/23/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 11/23/2024 at approximately 1520 Officer Nelson was on duty at the GTC when a GTC dispatcher advised there was an individual on the property who had been previously trespassed. Officer Nelson contacted the female who was standing in the loading area directly in front of the dispatch window. The female identified herself as Krystal Horn with a Minnesota drivers license. Officer Nelson told her that she was trespassed and not allowed to be on the property. Horn said that she needed to find the library. Officer Nelson told her that she would have to find the library from off the GTC property or she would be arrested. Horn left the property without incident.
FB241212228	12/12/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/12/2024 Officer Cole was on duty at the GTC when he heard loud music coming from the lobby area. Officer Cole went to the front sliding door where the music was coming from and recognized Adel Hussein from previous contacts. Officer Cole knew Hussein to be trespassed from the facility. Hussein has threatened Officer Cole and has been verbally abusive in the past. Officer Cole told Hussein that he had been trespassed and not allowed on the property. The male said he could not be trespassed if he did not know who he was. Officer Cole asked Hussein for his name, but the male refused to identify himself. Hussein did leave the property and went onto the public sidewalk. Officer Cole continued to observe Hussein until he left the area.
FB241224230	12/24/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/24/2024 at approximately 1724 Officer Granstaff was on duty at the GTC when he noticed an older white male who was loud and making a scene, loud and verbal language. Officer Granstaff told the man he had to leave, and the man asked him to call him a cab. Officer Granstaff called Doyle's cab but was told the man was banned from the cab from urinating inside the cab. The man was belligerent and uncooperative. Officer Granstaff called Fargo Police. Fargo Police arrived, issued Hoel a trespass and removed him from the property. Fargo Police issued incident number 24-091653
FB241224231	12/24/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/24/2024 at approximately 1545 Officer Granstaff was on duty at the GTC when he noticed a Native American male who was asleep on the bench inside the GTC. Officer Granstaff tried several times to wake the male and was not successful. Officer Granstaff called Fargo Police. Fargo Police arrived at 1552 and were able to wake the male. There was a female there who said she was the man's sister. She said she would escort the male from the property. The male was not trespassed and Fargo Police issued report number 24-91631
FB241230231	12/30/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/30/2024 at approximately 1535 hours Officer Silk was on duty at the GTC when she noticed a black male enter the GTC lobby, walk up to the security office window and spit on the glass. Officer Silk told the male he had to leave the property and the man did not respond verbally and just stared at Officer Silk. The man eventually left then returned at 1902. Officer Silk told him to leave and he refused. The man kept pacing back and forth, staring at Officer Silk through the security office window. Officer Silk called Fargo Police at 1920 but the man left prior to their arrival.
FB241230231	12/30/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/30/2024 at approximately 1535 hours Officer Silk was on duty at the GTC when she noticed a Native American male asleep in side the GTC. She tried several times to wake him but was unsuccessful. The male was unresponsive and slobbering on himself. Officer Silk called Fargo Police and Officer Growth arrived at 1535. Officer Growth was able to wake the male and had him leave the property.
FB241231232	12/31/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/31/2024 Officer Cole was on duty at the GTC at approximately 1910 hours when he walked into the lobby and saw a male fall to the ground and start exhibiting signs of a seizure. Officer Cole approached the male, asked him if he was ok. The male did not respond. His body was stiff and his upper torso was convulsing. After a brief time, the male started to look around. Officer Cole called 911 and reported the incident. Officer Cole remained with the subject, answered questions from dispatch and unzipped the man's jacket to make sure he was breathing. Fire arrived on scene at 1914. They identified the male as Bradly Therman and said he had a history of alcohol abuse. EMS arrived at approximately 1918. They said that Thomas had been sober for months and recently was diagnosed with a seizure disorder. Thomas was transported from the scene by EMS at approximately 1925 hours
FB241230232	12/30/2024	Passenger Behavior; Police / Security Presence	Received in Sentry Security Incident Report:On 12/30/2024 at approximately 1535 hours Officer Silk was on duty at the GTC when she noticed a Native American male asleep in side the GTC. She tried several times to wake him but was unsuccessful. The male was unresponsive and slobbering on himself. Officer Silk called Fargo Police and Officer Growth arrived at 1535. Officer Growth was able to wake the male and had him leave the property.

# Memorandum

**To:** MATBUS Coordination Committee

**From:** Taaren Haak, Marketing Manager

**Date:** January 15, 2025

**RE:** *2025 MATBUS Marketing Plan*



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## Goals for 2025

- Focus on education
- Develop a video content library
- Assess MATBUS.com to focus on ease of use and developing FAQs
- Maintain digital marketing presence consistently throughout the year
- Increase social media schedule and continue to develop new social media platforms
- MAT Paratransit material updates
  - Promoting mobile app to current riders
  - Updated Rider Guide
  - Reorganized website structure
- Promote digital tools to current and prospective riders
  - Connect App
  - RideMATBUS.com
  - Trip Planning
- Engage with local businesses
  - 31-Day Business Pass
  - Streamlined advertising wrap process
- Plan for 50<sup>th</sup> anniversary celebration in 2026

## Promotions

- Business Outreach
  - February-March
  - 31-day business pass for \$27
  - Advertising wraps
- Earth Week
  - April 21-26
  - Get Your “Can” on the Bus – free ride with recyclable can
- 90-Day Youth Pass
  - May-June
  - Unlimited rides for \$27
- Street Fair

- July 17-19
- LinkFM
- System-wide discounts
- College Back to School
  - U-Pass schools: NDSU, MSUM, Concordia, M State
  - Free rides with student ID
- Try MATBUS Week
  - October 20-25
  - Free rides to encourage new ridership
  - Customer appreciation events
- Season of Giving
  - Saturdays in December
  - Free ride with non-perishable food pantry donation
  - 619lbs collected in 2024 (19% increase from first year)

### **Additional Community Partnerships**

Throughout the year, MATBUS partners with community events, usually by setting up a booth at the event to distribute MATBUS information, providing free ride coupons, and bringing a bus to the event.

- Midwest Kid Fest
- Fargo Police Community Picnic
- Stuff the Bus – Midwest Radio
- Red River Market
- Public Libraries – Fargo, Moorhead, West Fargo
- Party for the Planet – Red River Zoo
- Homeless Veterans' Stand Down
- College Orientations
- Holiday Lights Parade

## 2025 MATBUS Free, Reduced and Promotional Fares

FREE FARES		
April 21-26	Earth Week "Get Your 'Can' on the Bus"	Free ride with empty aluminum can
May 31, 2025	Fargo Marathon	Fare-free day on MATBUS due to service disruptions
Summer	Booths at Family Community Events	Youth flyer on 90-day pass includes two free-ride coupons
June-August	Public Library Events	Youth K-12 ride free to/from metro public libraries with library card
June	Midwest Kid Fest	Youth K-12 ride MATBUS free when attending the festival
June	The Longest Table	Participants ride free with a coupon
July-October	Red River Market	Free ride coupons available online at MATBUS.com; Only valid for market days with one hour travel time on either side of market hours
June-August	River Arts	Free ride coupons valid for event days and hours
July 17-19	Street Fair	Fare free on Saturday
August	Red Hawks Baseball Cards	Free ride coupon inside baseball card packs (1,000 given at the door and 500 sold in the shop)
September	NDSU Homecoming Parade	Fare Free from 3-11:15 pm on MATBUS System
October 20-25	Try MATBUS Week	Fare free all week.
November	Homeless Veterans Stand Down	Free Rides to one-day event at VA Hospital with military ID
Nov-December	Salvation Army Bell Ringers	Free ride pass issued to bell ringing volunteers
December	Season of Giving - Saturdays	Free ride with non-perishable food item
As Applicable	General Election Day	Fare-Free Day / Paratransit free to polling sites
Year-Round	K-12th Grade School Field Trips	Free rides on MATBUS when pre-arranged
Year-Round	MSUM Dragon Athletics	Free ride coupon on game ticket stub
Various Dates	LinkFM Events	Fare free service for specific community events
REDUCED FARES		
July 17-19	Street Fair	Reduced fares on Thursday & Friday (\$1.00 adult and 50¢ discount), Fare free on Saturday