

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at www.FargoND.gov/streaming. They are rebroadcast Mondays at 5:00 p.m., Thursdays at 7:00 p.m. and Saturdays at 8:00 a.m. They are also included in the video archive at www.FargoND.gov/citycommission. *****PLEASE NOTE** that in an effort to exercise the CDC's prevention guidelines pertaining to social distancing and gatherings, only ten individuals can be in attendance. Members of the public and media are encouraged to view the meeting in an alternative method, including the following: via a livestream hosted on the City of Fargo's Facebook (questions and comments will be monitored during the Commission Meeting) and Twitter accounts, on the web at www.TVFargo.com or via the Fargo Access Channel 56.

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, April 6, 2020).

CONSENT AGENDA – APPROVE THE FOLLOWING:

- 1. 2nd reading and final adoption of an Ordinance Rezoning Certain Parcels of Land Lying in Prairie Grove Fifth Addition.
- 2. Agreement Regarding Special Assessments with The Municipal Airport Authority.
- 3. Amended application for Games of Chance for Knights of Columbus Council 11930 for a raffle on 6/18/20.
- 4. Resolution Moratorium Pertaining to the Mandatory Meeting – Fargo Municipal Code 25-1504.3.
- 5. Permanent Easement (Sanitary Sewer) and Agreement to Maintain Sanitary Sewer with Great Plains 1001 Holdings, LLC.
- 6. Drainage Easement Use Agreement with PSJ Acquisition, LLC.
- 7. Right of Way Use Agreement with Great Plains Mercantile Holdings, LLC.
- 8. Amended Engineer's Report for Project No. SR-20-A.
- 9. Bid award for Project No. TR-20-A1.
- 10. Receive and file General Fund – Budget to Actual through March 2020 (unaudited).
- 11. Receive and file Financial Status Report First Quarter 2020 for major operating funds (unaudited).
- 12. Contractor's Release of Claims with United States of America.

- Page 13.
2. Actions related to the Community Development Block Grant (CDBG)/HOME Investment Partnerships Programs.
14. Agreement with The Arts Partnership.
 15. Purchase Agreement with Great Plains 1001 Holdings, LLC for redevelopment of 11 11th Street North.
 16. Bid award for development of City-owned property at 314, 320, 324 7th Street North and 712 4th Avenue North (RFP20067).
 17. Developer Agreement with Rebuilding Together Fargo-Moorhead Area, Inc. for the redevelopment of 1015, 1019, 1023 and 1027 13th Avenue South, pending legal review.
 18. Change Order No. 1 for an increase of \$34,606.27 for Project No. WA1862.
 19. Bills.
 20. Change Order No. 4 for an increase of \$84,465.10 and time extension to 6/15/20 for Improvement District No. BN-18-F2.
 21. Bid award for Improvement District Nos. BN-20-C1, BR-20-B1, NN-19-A1 and PR-20-E1.
 22. Purchase Agreement with Earlyne Hector in association with Improvement District Nos. BN-20-C1 and NN-20-A1.
 23. Memorandum of Offers to the following Landowners in association with Improvement District No. BN-20-C1:
 - a. Ernest E. Iverson for a temporary easement.
 - b. Matthew S. and Angela K. Hjelseth for a temporary easement.
 - c. Michael J. Stock for a permanent easement.
 - d. Justin W. and Lindsey D. Fraase for permanent and temporary easements.
 24. Create Improvement District No. SL-20-E.
 25. Contract and bond for Improvement District No. PR-20-C1.

REGULAR AGENDA:

26. Applications for property tax exemptions for improvements made to buildings:
 - a. Rhet and Maha Fiskness, 77 Prairiewood Drive South (3 year).
 - b. Anthony and Katelyn Breidenbach, 2805 Parkview Drive South (3 year).
 - c. Stacie and Brian King, 3737 River Drive South (5 year).
 - d. Rick and Jennifer Barrett, 1025 8th Street North (5 year).
 - e. Ruby Rules LLC, 321 4th Street North (5 year).
 - f. Anna Lindberg and Benjamin Holsen, 407 7th Avenue South (5 year).
 - g. Lindberg Enterprise LLC, 1617 10th Street North (5 year).
 - h. Kristen L. Bye, 1024 11th Street North (5 year).
 - i. Jonathan and Roger Thorseth, 3010 8th Street North (5 year).
27. Public Hearings - 5:15 pm:
 - a. CONTINUE to 5/18/20 – Application filed by Spirit Properties d/b/a Edgewood Tavern for a Class “FA-Golf” Alcoholic Beverage License at 19 Golf Course Avenue North.

- b. Alley Vacation of the alley between Lot 12, Block 26 and a part of Lot 7 and all of Lots 8-12, Block 25, Roberts Second Addition (1001 NP Avenue North and 28 10th Street North); approval recommended by the Planning Commission on 7/2/19; continued from the 8/12/19, 8/26/19, 10/21/19, 11/18/19, 12/16/19, 1/27/20, 2/10/20, 2/24/20 and 4/6/20 Regular Meetings

28. COVID-19 Update:

- a. Discussion from Cass Clay Food Partners on food access needs and issues related to COVID-19.
- b. Discussion regarding the CARES Act-Emergency Fund Relief and Updates.
- c. Update from the Transit Department.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Commission Office at 701.241.1310. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo website at www.FargoND.gov/citycommission.

CITY OF
Fargo
ASSESSMENT DEPARTMENT

2600

April 8, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 77 Prairiewood Dr S as submitted by Rhet & Maha Fiskness. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$360 with the City of Fargo's share being \$60.

Sincerely,



Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	Fiskness, Rhet & Maha	Phone No.	701-388-2867
2. Address of Property	77 Prairiewood Dr. S		
City	FARGO	State	ND Zip Code 58103
3. Legal description of the property for which the exemption is being claimed.	Lot 8 Blk 6 Prairiewood		
4. Parcel Number	01-2330-00830 -000	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5. Mailing Address of Property Owner	SAME		
City		State	Zip Code

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	Remodel and relocate existing kitchen. Remodel existing bath. Install egress window		
7. Building Permit No.	19070851	8. Year Built	1982
9. Date of Commencement of making the improvement	07/24/2019		
10. Estimated market value of property before improvement	\$ 421,000 \$ 379,000		
11. Cost of making the improvement (all labor, material and overhead) \$	\$ 240,000		
12. Estimated market value of property after improvement	\$ 520,000		

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature	Rhet Fiskness Date 3/30/2020

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s):	3 YEARS FOR QUALIFYING WORK
Assessor's Signature	Don Henshaw Date 4/8/20

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>
Approval subject to the following conditions:
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

2666

April 8, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 2805 Parkview Dr S as submitted by Anthony & Katelyn Breidenbach. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021 & 2022.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$285 with the City of Fargo's share being \$50.

Sincerely,


Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner <u>Anthony & Katelyn Breidenbach</u>	Phone No. _____
2. Address of Property <u>2805 Parkview Dr. S</u>	
City <u>FARGO</u>	State <u>ND</u> Zip Code <u>58103</u>
3. Legal description of the property for which the exemption is being claimed. <u>Lot 13 Blk 3 Parkview South 4th</u>	
4. Parcel Number <u>01-2296-00220-000</u> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5. Mailing Address of Property Owner <u>Same</u>	
City _____	State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). <u>Kitchen Remodel - new cabinets, flooring, plumbing</u>	
7. Building Permit No. <u>19080757</u>	8. Year Built <u>1994</u>
9. Date of Commencement of making the improvement <u>10/25/2019</u>	
10. Estimated market value of property before improvement	\$ _____
11. Cost of making the improvement (all labor, material and overhead)	\$ _____
12. Estimated market value of property after improvement	\$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature <u>Kate Bz</u>	Date <u>4-01-20</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s): <u>3 YEARS FOR QUALIFYING WORK</u>	
Assessor's Signature <u>[Signature]</u>	Date <u>4/8/20</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>	
Approval subject to the following conditions: _____	
Chairman of Governing Body _____	Date _____



260

April 8, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 3737 River Dr S as submitted by Stacie & Brian King. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021, 2022, 2023 & 2024.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$205 with the City of Fargo's share being \$35.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ben Hushka". The signature is fluid and cursive, with a large initial "B" and "H".

Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

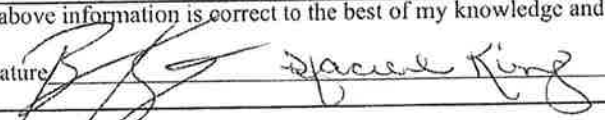
Property Identification

1. Name of Property Owner	STACIE & BRIAN KING		Phone No.	701-866-7721
2. Address of Property	3737 RIVER DR S			
City	FARGO	State	ND	Zip Code 58104
3. Legal description of the property for which the exemption is being claimed.	LT 7 BLK 4 BURRITT-KENNEDY ADDITION			
4. Parcel Number	01-0290-00280-000	Residential	<input checked="" type="checkbox"/>	Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>
5. Mailing Address of Property Owner	SAME			
City		State		Zip Code

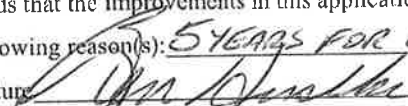
Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	RESIDE DWELLING; REMOVE 3 SEASON PORCH, REPLACE WITH CONCRETE PATIO	
7. Building Permit No.	181247	8. Year Built
9. Date of Commencement of making the improvement	7/01/2018	
10. Estimated market value of property before improvement	\$	309,900
11. Cost of making the improvement (all labor, material and overhead)	\$	12,000+/-
12. Estimated market value of property after improvement	\$	325,400

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature	Date
	11/18/2019

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s):	5 YEARS FOR QUALIFYING WORK
Assessor's Signature	Date
	4/8/20

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>
Approval subject to the following conditions:
Chairman of Governing Body
Date

CITY OF
Fargo
ASSESSMENT DEPARTMENT

26d

April 8, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

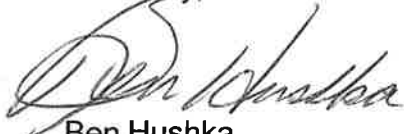
Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1025 8 St N as submitted by Rick & Jennifer Barrett. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021, 2022, 2023 & 2024.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$305 with the City of Fargo's share being \$50.

Sincerely,



Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	<u>Rick and Jennifer Barrett</u>	Phone No.	<u>701 799-8782</u>
2. Address of Property	<u>1025 8th St N</u>		
City	<u>FARGO</u>	State	<u>ND</u> Zip Code <u>58102</u>
3. Legal description of the property for which the exemption is being claimed.	<u>LOT N 20 FT OF E 90 FT OF 8 & ALL OF 7 BLOCK 1 ADDITIONAL INFO Montplaisir's SUBD CHAMPINS</u>		
4. Parcel Number	<u>01-0440-02850-000</u>	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5. Mailing Address of Property Owner	<u>1025 8th St N</u>		
City	<u>Fargo</u>	State	<u>ND</u> Zip Code <u>58102</u>

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	<u>Kitchen remodel with updated electrical</u>
7. Building Permit No.	<u>BL20190337</u>
8. Year Built	<u>1926</u>
9. Date of Commencement of making the improvement	<u>December 2, 2019</u>
10. Estimated market value of property before improvement	\$ <u>146,300</u>
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>23,000</u>
12. Estimated market value of property after improvement	\$ <u>161,000</u>

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature <u>Rick Barrett</u> <u>Jennifer Barrett</u> Date <u>4/2/20</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s): <u>5 YEARS FOR QUALIFYING WORK</u>
Assessor's Signature <u>[Signature]</u> Date <u>4/8/20</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

26e

April 8, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 321 4 St N as submitted by Ruby Rules LLC. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021, 2022, 2023 & 2024.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$3905 with the City of Fargo's share being \$665.

Sincerely,



Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	RUBY RULES LLC	Phone No. _____
2. Address of Property	321 4 ST N	
City	FARGO	State ND Zip Code 58102
3. Legal description of the property for which the exemption is being claimed.	BLOCK 2 LOT 1 N DAK URBAN RENEWAL 1ST	
4. Parcel Number	01-2160-00040-000	Residential <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Central Business District <input type="checkbox"/>
5. Mailing Address of Property Owner	1118 7 ST S	
City	FARGO	State ND Zip Code 58104

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	
YOGA STUDIO WILL BE W/IN AN AREA OF THE BLDG.	
<small>HARNISH DDS DENTAL OFFICE - PLANS SHOW RENO OF EXISTING BLDG. THERE WILL BE REPLACEMENT OF HVAC, EXTERIOR STORE FRONT FRAMES AND GLAZING, ROOF REPLACEMENT, ELEC AND PL WORK</small>	
7. Building Permit No.	190020
8. Year Built	1961
9. Date of Commencement of making the improvement	_____
10. Estimated market value of property before improvement	\$ 680,000
11. Cost of making the improvement (all labor, material and overhead)	\$ 1,760,000
12. Estimated market value of property after improvement	\$ 2,440,000

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature	Date 3/6/20

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s):	
5 YEARS FOR QUALIFYING WORK	
Assessor's Signature	Date 4/8/20

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>	
Approval subject to the following conditions: _____	
Chairman of Governing Body _____ Date _____	

CITY OF
Fargo
ASSESSMENT DEPARTMENT

26f

April 8, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 407 7Ave S as submitted by Anna Lindberg & Benjamin Holsen. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021, 2022, 2023 & 2024.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$530 with the City of Fargo's share being \$90.

Sincerely,



Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

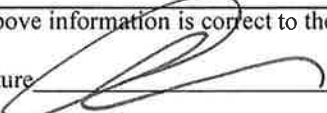
Property Identification

1.	Name of Property Owner <u>Anna Lindberg & Ben Holsen</u>	Phone No. <u>2183874667</u>
2.	Address of Property <u>407 7th Ave S</u>	
	City <u>FARGO</u>	State <u>ND</u> Zip Code <u>58103</u>
3.	Legal description of the property for which the exemption is being claimed. <u>Lot: 5 Block: 1 ISLAND PARK W 1/2 OF LOT 5 BLK 1</u>	
4.	Parcel Number <u>01-1440-00090-000</u> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5.	Mailing Address of Property Owner <u>407 7th Ave S</u>	
	City <u>Fargo</u>	State <u>ND</u> Zip Code <u>58103</u>

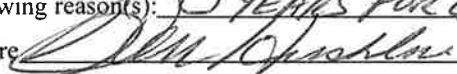
Description Of Improvements For Exemption

6.	Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). <u>New Boiler / Hot Water heater. New egress window, remodel room to new bedroom in basement</u>		
7.	Building Permit No. <u>1909-0031</u>	8.	Year Built <u>1914?</u>
9.	Date of Commencement of making the improvement <u>9/3/19</u>		
10.	Estimated market value of property before improvement	\$	<u>292,000</u>
11.	Cost of making the improvement (all labor, material and overhead)	\$	<u>40,000</u>
12.	Estimated market value of property after improvement	\$	<u>350,000</u>

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature 	Date <u>4-1-2020</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s): <u>5 YEARS FOR QUALIFYING WORK</u>	
Assessor's Signature 	Date <u>4/8/20</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>	
Approval subject to the following conditions: _____	
Chairman of Governing Body _____	Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

2609

April 1, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

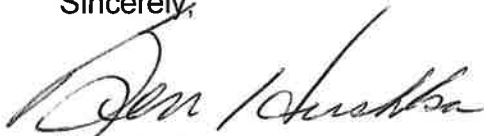
Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1617 10 St N as submitted by Lindberg Enterprise LLC. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021, 2022, 2023 & 2024.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1060 with the City of Fargo's share being \$180.

Sincerely,



Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	<u>Lindberg Enterprise LLC</u>	Phone No.	<u>701-320-1296</u>
2. Address of Property	<u>1617 10 St N</u>		
City	<u>FARGO</u>	State	<u>ND</u> Zip Code <u>58102</u>
3. Legal description of the property for which the exemption is being claimed.	<u>LI 20, Blk 11, Chandlers Broadway</u>		
4. Parcel Number	<u>01-0380-02530-000</u>	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5. Mailing Address of Property Owner	<u>3304 30 Ave S</u>		
City	<u>Fargo</u>	State	<u>ND</u> Zip Code <u>58103</u>

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	<u>New windows, paint, flooring, bath & bedroom in basement, kitchen & bath remodel</u>		
7. Building Permit No.	<u>19061023</u>	8. Year Built	<u>1924</u>
9. Date of Commencement of making the improvement	<u>June 2019</u>		
10. Estimated market value of property before improvement	<u>\$ 118,400</u>		
11. Cost of making the improvement (all labor, material and overhead)	<u>\$ 50,000</u>		
12. Estimated market value of property after improvement	<u>\$ 165,800</u>		

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature	<u>[Signature]</u> Date <u>30 Mar 2020</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s):	<u>5 YEARS FOR QUALIFYING WORK</u>
Assessor's Signature	<u>[Signature]</u> Date <u>4/1/20</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>
Approval subject to the following conditions:
Chairman of Governing Body _____ Date _____



26h

April 1, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1024 11 St N as submitted by Kristen L Bye. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021, 2022, 2023 & 2024.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$1000 with the City of Fargo's share being \$170.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hushka". The signature is fluid and cursive.

Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	<u>Kristen Bye</u>	Phone No.	<u>701-610-5194</u>
2. Address of Property	<u>1024 11 St N</u>		
City	<u>FARGO</u>	State	<u>ND</u> Zip Code <u>58102</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Lt 19, Blk 11, Stewarts Subd Chapins</u>		
4. Parcel Number	<u>01-0440-02210-000</u>	Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Central Business District <input type="checkbox"/>	
5. Mailing Address of Property Owner	<u>Same</u>		
City		State	Zip Code

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	<u>12 x 37.5 2-story addition w/crawlspace, remove & replace wall finishes throughout & construct attached garage</u>		
7. Building Permit No.	<u>180201</u>	8. Year Built	<u>1907</u>
9. Date of Commencement of making the improvement	<u>March 2018</u>		
10. Estimated market value of property before improvement	\$	<u>90,700</u>	
11. Cost of making the improvement (all labor, material and overhead)	\$	<u>75,000</u>	
12. Estimated market value of property after improvement	\$	<u>150,100</u>	

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature	<u>[Signature]</u> Date <u>3-19-20</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s):	<u>5 YEARS FOR QUALIFYING WORK</u>
Assessor's Signature	<u>[Signature]</u> Date <u>4/1/20</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>
Approval subject to the following conditions:
Chairman of Governing Body _____ Date _____



260

April 13, 2020

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 3010 8 St N as submitted by Jonathan & Roger Thorseth. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2020, 2021, 2022, 2023 & 2024.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$795 with the City of Fargo's share being \$135.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hushka".

Ben Hushka
City Assessor

bsb
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner	<u>Jonathan & Roger Thorseth</u>		Phone No.	<u>261-3233</u>
2. Address of Property	<u>3010 8 St N</u>			
City	<u>FARGO</u>	State	<u>ND</u>	Zip Code <u>58102</u>
3. Legal description of the property for which the exemption is being claimed.	<u>Pt of Lts 5 & 7, all of 6, Blk 3 Knollbrook</u>			
4. Parcel Number	<u>01-1660-00330-000</u>	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Central Business District <input type="checkbox"/>
5. Mailing Address of Property Owner	<u>Same</u>			
City		State		Zip Code

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary).	<u>Replace windows, remodel kitchen</u>
7. Building Permit No.	<u>180208</u>
8. Year Built	<u>1960</u>
9. Date of Commencement of making the improvement	<u>October 2018</u>
10. Estimated market value of property before improvement	\$ <u>157,700</u>
11. Cost of making the improvement (all labor, material and overhead)	\$ <u>20,000</u>
12. Estimated market value of property after improvement	\$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.	
Applicant's Signature	<u>[Signature]</u> Date <u>4/5/2020</u>

Assessor's Determination

14. The local assessor finds that the improvements in this application has <input checked="" type="checkbox"/> has not <input type="checkbox"/> met the qualifications for exemption for the following reason(s):	<u>5 YEARS FOR QUALIFYING NORIC</u>
Assessor's Signature	<u>[Signature]</u> Date <u>4/13/20</u>

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied <input type="checkbox"/> Approved <input type="checkbox"/>
Approval subject to the following conditions:

Chairman of Governing Body _____ Date _____

276

City of Fargo Staff Report			
Title:	Roberts Second Addition	Date: Updated:	5/30/2019 6/26/2019 8/7/2019 4/1/2020 4/16/2020
Location:	1001 NP Avenue North and 28 10th Street North	Staff Contact:	Donald Kress, planning coordinator
Legal Description:	Alley between Lot 12, Block 26, and a part of Lot 7 and all of Lots 8-12, Block 25, Roberts Second Addition		
Owner(s)/Applicant:	DFI AY LLC, / Kilbourne Group—Deb Wendel Daub	Engineer:	Houston Engineering
Entitlements Requested:	Vacation of Right of Way (Alley between Lot 12, Block 26, and a part of Lot 7 and all of Lots 8-12, Block 25, Roberts Second Addition)		
Status:	City Commission Public Hearing: April 20, 2020		
Proposal:			
<p><i>PROJECT HISTORY NOTE: This project was recommended for approval by the Planning Commission on July 2, 2019. The applicant has been working with the City and the utility companies that have service lines in this alley since that time to meet state statute and City Engineer's requirements regarding these utility lines, a City sewer line, and the appropriate easements and agreements.</i></p> <p>The applicant requests one entitlement:</p> <ol style="list-style-type: none"> 1. A vacation of right of way (alley) between Lot 12, Block 26, and a part of Lot 7 and all of Lots 8-12, Block 25, Roberts Second Addition. <p>The plat will vacate the east half of the existing alley located between Lot 12, Block 26, and a part of Lot 7 and all of Lots 8-12, Block 25, Roberts Second Addition, with the intent that redevelopment at 1001 NP Avenue North (formerly The Nestor) and 28 10th Street North (Park Company Real Estate) will be a single development.</p> <p>This project was reviewed by the City's Planning and Development, Engineering, Public Works, and Fire Departments ("staff"), whose comments are included in this report.</p> <p>At the time of development, the applicant will need to install the storm water detention to cover their engineer's determination of adequate size to meet quantity and quality requirements required by the city for the current planned building along with showing the space needed for full buildout thru phase II identified by the applicant.</p> <p>CITY SEWER LINE: There is an existing city sewer line within this alley right of way. The applicant and the City have worked together to create a Permanent Sanitary Sewer Easement and Maintenance Agreement related to this sewer line as required by North Dakota Century Code. This easement and agreement will appear on the consent agenda for the April 20, 2020, City Commission meeting.</p> <p>PRIVATE UTILITIES There are private utilities in this alley right of way which must be accounted for pursuant to the NDCC. The applicant has worked out easement agreements with the providers of the underground utilities but has not received the executed agreements back from all those providers yet.</p>			

PROPERTY OWNERSHIP:

The applicant is finalizing a purchase agreement with the property owner on the north side (Block 26, Lots 7 through 12, less the east 7 ½ feet, Roberts Second Addition) of the area of the alley to be vacated.

CONTINGENCIES OF APPROVAL:

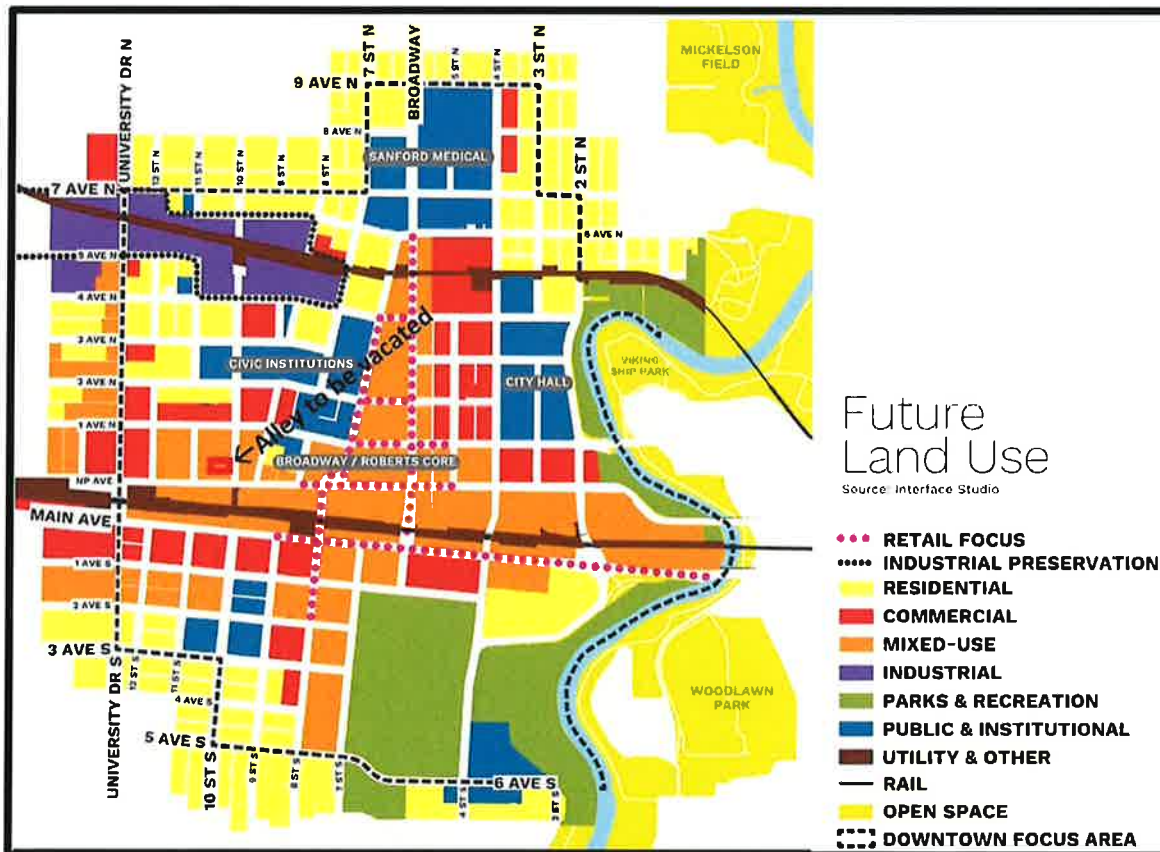
The suggested motion below includes the following contingencies:

1. The applicant must submit to the City Engineer executed easement agreements between the applicant and any remaining private utility providers regarding existing utility lines in the alley; and
2. The applicant must submit documentation that the purchase of the property on the north side of the alley to be vacated has been completed and the applicant owns this property.

The plat will not be recorded until these contingencies have been satisfied. However, the contingent motion below allows the City Commission to approve the actual plat at this time. Once the contingencies noted above have been satisfied, the City can then proceed with recording the plat, if approval is received as referenced below. Please note that all future permits, such as building permits, are on hold until the plat can be recorded.

Area Plans:

The alley to be vacated is included in the Downtown In Focus Master Plan. Vacation of this alley helps facilitate the development of this property as a mixed-use project, consistent with the "mixed-use" land use designation of the Downtown In Focus future land use plan (see graphic below).



Schools and Parks:

Schools: The subject property is located within the Fargo School District and is served by Roosevelt Elementary, Ben Franklin Middle and North High schools.

Neighborhood: The subject property is located within the Downtown neighborhood.

Parks: Ole Tangen Park (10 Roberts Street) is located approximately 820 feet east of the subject property and offers the amenities of a park bench.

Pedestrian / Bicycle: There right of way proposed to be vacated does not include any bicycle facilities or multi-use trails.

Staff Analysis:**Public Comment:**

Staff received one letter from a neighboring property owner, expressing concern regarding how the vacation would affect access to her business. A copy of the letter is attached. At the July 2, 2019 Planning Commission hearing, discussion was held on the opposition letter received from the Johnson Law Firm, and on the proposed plans for this site.

ROW Vacation Approval Criteria: The City of Fargo does not currently have any adopted regulation dealing with the vacation of rights-of-way. However, city policy dictates that any applicant wishing to vacate right-of-way must submit a Vacate Application—a one-page form wherein the petitioner provides: a description of the area to be vacated and signatures of all property owners adjoining the area to be vacated. In addition, the applicant must submit a vacation plat (a major subdivision). Notwithstanding the Land Development Code's (LDC) silence on the matter, the North Dakota Century Code (N.D.C.C) does address the opening and vacating of roadways in Chapter 24-07 (outside of municipal limits) and Chapter 40-39 (inside municipal limits). To that end, the balance of this report will focus on the specific approval criteria outlined within Chapter 40-39 of the N.D.C.C.

1. ***N.D.C.C. 40-39-04. Vacation of streets and alleys where sewers, water mains, pipes, and lines located – Conditions. No public grounds, streets, alleys, or parts thereof over, under, or through which have been constructed, lengthwise, any sewers, water mains, gas, or other pipes or telephone, electric, or cable television lines, of the municipality or the municipality's grantees of the right of way thereof, may be vacated unless the sewers, mains, pipes, or lines have been abandoned and are not in use, or unless the grantee consents, thereto, or unless perpetual easements for the maintenance of sewers, water mains, gas, or other pipes, or telephone, electric facilities, whether underground or aboveground, is subject to the continued right of location of such electric facilities in the vacated streets.***

The applicant and the City have worked together to create a Permanent Sanitary Sewer Easement and Maintenance Agreement related to the City sewer line in the area of the alley to be vacated, as required by North Dakota Century Code. This agreement and easement will appear on the consent agenda for the April 20, 2020, City Commission meeting. As a contingency of plat approval, the applicant must submit to the City Engineer executed agreements with any remaining private utility providers regarding existing utility lines in the alley. This contingency of plat approval is noted in the motion below. **(Criteria Satisfied)**

2. ***N.D.C.C. 40-39-05. Petition for vacation of streets, alleys, or public grounds – Contents – Verification. No public grounds, streets, alleys, or parts thereof within a municipality shall be vacated or discontinued by the governing body except on a petition signed by all of the owners of the property adjoining the plat to be vacated. Such petition shall set forth the facts and reasons for such vacation, shall be accompanied by a plat of such public***

grounds, streets, or alleys proposed to be vacated, and shall be verified by the oath of at least one petitioner.

In accordance with the requirement of this section, a petition signed by all adjacent owners has been submitted for review and consideration, along with a plat of such public alley (**Criteria Satisfied**)

3. ***N.D.C.C 40-39-06. Petition filed with city auditor – Notice published – Contents of notice. If the governing body finds that the petition for vacation is in proper form and contains the requisite signatures, and if it deems it expedient to consider such petition, it shall order the petition to be filed with the city auditor who shall give notice by publication in the official newspaper of the municipality at least once each week for four weeks. The notice shall state that a petition has been filed and the object thereof, and that it will be heard and considered by the governing body or a committee thereof on a certain specified day which shall not be less than thirty days after the first publication of the notice.***

Documentation of said action is located within both the Planning project file and Auditor's file. (**Criteria Satisfied**)

4. ***N.D.C.C. 40-39-07. Hearing on petition – Passage of resolution declaring vacation by governing body. The governing body, or such committee as may be appointed by it, shall investigate and consider the matter set forth in the petition specified in section 40-39-05 and, at the time and place specified in the notice, shall hear the testimony and evidence of persons interested. After hearing the testimony and evidence or upon the report of the committee favoring the granting of the petition, the governing body, by a resolution passed by a two-thirds vote of all its members, may declare the public grounds, streets, alleys, or highway described in the petition vacated upon such terms and conditions as it shall deem just and reasonable.***

This procedure---hearing by the City Commission following the appropriate notice period, is the next step in the vacation process. (**Criteria Satisfied**)

Staff Recommendation:

Suggested Motion: "To accept the findings and recommendations of staff and the Planning Commission and move to approve the proposed **alley vacation between Lot 12, Block 26, and a part of Lot 7 and all of Lots 8-12, Block 25, Roberts Second Addition**, contingent on 1) the applicant submitting executed agreements between the applicant and any remaining private utility providers regarding existing utility lines in the alley; and 2) applicant submitting documentation that the applicant owns the property adjacent to the north side of the alley to be vacated, as stated above in this staff report, as presented, as the proposal complies with the Downtown In Focus master plan and standards of Chapter 40-39 of the North Dakota Century Code."

Planning Commission Recommendation: July 2, 2019

On July 2, 2019, by a vote of 9-0, the Planning Commission voted to accept the findings and recommendations of staff and moved to recommend approval to the City Commission of the proposed **alley vacation between Lot 12, Block 26, and a part of Lot 7 and all of Lots 8-12, Block 25, Roberts Second Addition**, subject to the applicant accounting for existing public and private utilities in this alley right of way as stated above in this staff report, as presented, as the proposal complies with the Downtown In Focus master plan and standards of Chapter 40-39 of the North Dakota Century Code.

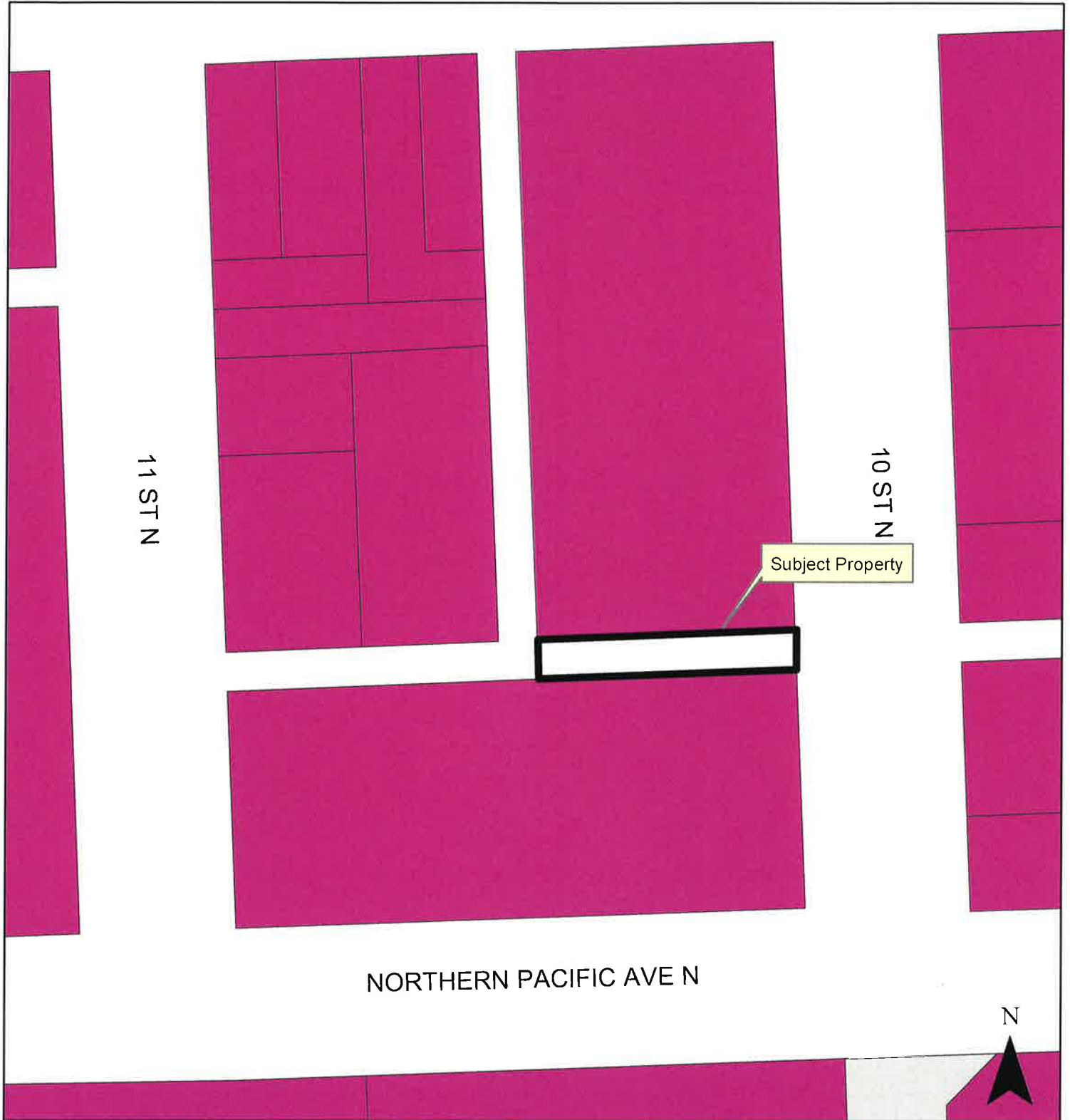
Attachments:

1. Zoning Map
2. Location Map
3. Vacation Plat
4. Comment Letter

Plat (major) Alley Vacation

Roberts Second Addition

28 10th St N
1001 NP Avenue



Legend

AG	LC	MHP	SR-2
DMU	LI	NC	SR-3
GC	MR-1	NO	SR-4
GL	MR-2	PI	SR-5
GO	MR-3	UMI	City Limits

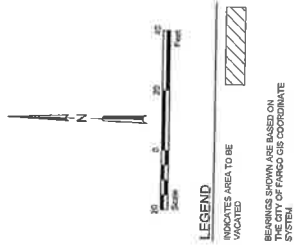
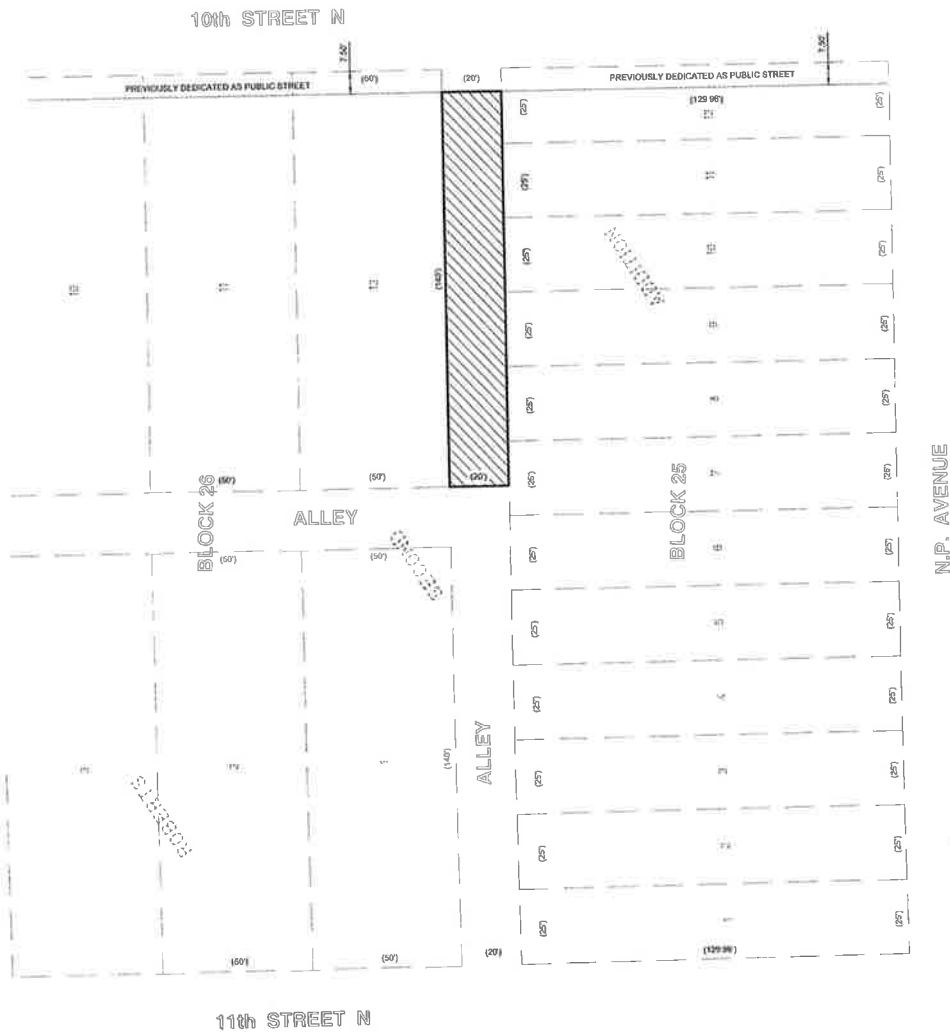
Plat (major) Alley Vacation

Roberts Second Addition

28 10th St N
1001 NP Avenue



VACATION PLAT
 OF PART OF THE ALLEY BETWEEN BLOCKS
 25 AND 26, ROBERTS SECOND ADDITION
 TO THE CITY OF FARGO,
 CASS COUNTY, NORTH DAKOTA



Sheet 1 of 2
 Project No. 7862-0006

Houston Engineering Inc.
 Phone: 701.237.5065

VACATION PLAT

OF PART OF THE ALLEY BETWEEN BLOCKS
25 AND 26, ROBERTS SECOND ADDITION
TO THE CITY OF FARGO,
CASS COUNTY, NORTH DAKOTA

DESCRIPTION OF AREA TO BE VACATED:

This part of the alley situated between Blocks 25 and 26, Roberts Second Addition to the City of Fargo, Cass County, North Dakota, described as follows:

That part of said alley bounded on the east by the southerly extension of the westerly line of the East 7.50 feet of Lot 12, said Block 25, and bounded on the west by the southerly extension of the westerly line of Lot 12, said Block 25.

OWNERS CERTIFICATE:

Great Plains 1001 Holdings, LLC, a North Dakota limited liability company, certifies that it is the owner of the property adjacent to the area to be vacated and the owner of said property has authorized the execution of this plat and the area to be vacated and that such plat and description are correct.

Great Plains 1001 Holdings, LLC

Michael Henningsen
Mike Henningsen, President

State of North Dakota) ss
County of Cass)

On this 31st day of March, 2020, before me, Notary Public, personally appeared Brenda E. Dering, City Engineer, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that he executed the same as her free act and deed.

Notary Public: *[Signature]*



SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT:

I, James A. Schlemmer, Professional Land Surveyor under the laws of the State of North Dakota, do hereby certify that this plat is a true and correct representation of the survey of said subdivision, that the monuments for the corners of the lots are as shown, and that the plat is in accordance with the laws of the State of North Dakota.

Dated this 31st day of March, 2020.

[Signature]
James A. Schlemmer, Professional Land Surveyor
No. 9296



CITY ENGINEER'S APPROVAL:

Approved by the City of Fargo City Engineer this _____ day of _____, 20____.

[Signature]
Brenda E. Dering, City Engineer

FARGO PLANNING COMMISSION APPROVAL:

Approved by the Board of City Commissioners and ordered filed this _____ day of _____, 20____.

[Signature]
John Gunkelman, Chair
Fargo Planning Commission

FARGO CITY COMMISSION APPROVAL:

Approved by the Board of City Commissioners and ordered filed this _____ day of _____, 20____.

[Signature]
Timothy J. Mahoney, Mayor

Attest: *[Signature]*
Steven Sprague, City Auditor

State of North Dakota) ss
County of Cass)

On this _____ day of _____, 20____, before me, Notary Public, personally appeared Timothy J. Mahoney, Mayor, City of Fargo, and Steven Sprague, City Auditor, City of Fargo, known to me to be the persons who are described in and who executed the within instrument and acknowledged to me that they executed the same on behalf of the City of Fargo.

Notary Public: _____

JOHNSON LAW OFFICE, P.C.



LESLIE JOHNSON ALDRICH
Attorney at Law
Licensed in ND & MN

1018 First Avenue North
Fargo, ND 58102
(701) 234-0009
Fax (701) 237-6699

VICTORIA JONES
Attorney at Law
Licensed in ND & MN

Paralegal: Noah Butkowski
Office Manager: Shelly Trefethren
Filing Assistant: Mary Peyerl

May 30, 2019

Donald Kress
Planning & Development
225 4th Street North
Fargo, ND 58102

RE: Protest of Alley Vacation Located at 1001 NP Avenue North and 28 10th Street North

Dear Mr. Kress:

My name is Leslie Johnson Aldrich and I am the owner of Johnson Law Office, P.C., located at 1018 1st Avenue North, Fargo, ND 58102. Let this letter serve as notice of my disapproval of the application requesting an Alley Vacation of the alley between Lot 12, Block 26, and a part of Lot 7, and all of Lots 8-12, Block 25, Roberts Second Addition.

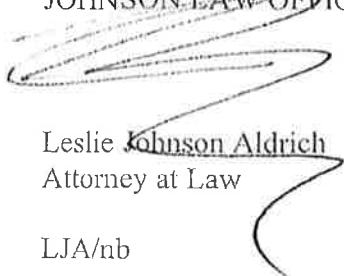
The removal of the alley request has already negatively impacted my business. The temporary Alley Vacation cut Park Co. Realtors off from using their employee parking on the south side of their property. Park Co. Realtors' employees have been pushed to park in the north parking lot, crowding out my clients and employees from parking there. As many of my clients and employees are older in age, and with the dangers presented by walking great distances in North Dakota winters, it becomes pertinent that they have parking close to my business.

My office has tried to contact several other businesses to find alternative parking, but have been unsuccessful. The temporary parking my employees have been able to find will no longer be available come winter. We need more access; not less.

I ask that the Alley Vacation application be denied, as it has already caused undesired burdens upon my clients, employees, and business. We have already had too many alleys vacated in the area (NoDak, the apartments, etc.) and the two way change on 1st Avenue North caused me to lose two on street parking places (I was promised it would have no effect).

Sincerely,

JOHNSON LAW OFFICE, P.C.


Leslie Johnson Aldrich
Attorney at Law

LJA/nb

Memorandum

286

To: Fargo City Commission

Date: April 20, 2020

From: Julie Bommelman, Transit Director
Matthew Peterson, Assistant Transit Director

Re: Fargo Transit Services and the COVID-19 Emergency 4.20.2020 Update

In the face of the COVID-19 emergency, the Transit Department offers the following plan for continuity of service and continued focus on the safety of the traveling public and our employees, including a summary of the efforts to date by Transit:

Continuity of Service:

Effective April 20, 2020:

Security services will be on site at the temporary 401 location during all operating hours of the transit system.

Effective April 6, 2020:

We have relocated transit operations to a different location for our main transit terminal and operations. The site is about 3 blocks north of where our regular facility is located. The need for a move is more due to the Ground Transportation Center (GTC) major renovation that will take about four months. The temporary site is about 3 blocks north of where our regular facility is located – 401 3rd Ave N (the old Public Health facility). Jiffy John's are set up and dispatchers/supervisors remain during working hours.

Effective March 23, 2020:

We implemented **fare-free** transit services on both fixed route and paratransit.

Effective March 19, 2020:

West Acres Mall has closed, however, our Transit Hub will be open regular MATBUS service hours, alternative restroom locations have been identified for drivers and passengers.

Update – Effective April 11, 2020: the West Acres Hub has been closed to the public.

Effective March 13, 2020:

Routes 31, 32E & 32W, 33, 34, 13U and NDSU TapRide have been suspended as North Dakota State University (NDSU) has closed their campus for the remainder of the academic year.

Effective February 27, 2020:

The City of Fargo Mayor declares a flood emergency and goal of filling 400,000 sandbags for the flood-fighting efforts.

Further Details:

Fixed Route:

- Ridership has dropped to approximately 37% in Fargo and West Fargo, indicating there remains a need for this critical service for the most disadvantaged population to access groceries, medical appointments and work.
- For routes that have high ridership we have the option of adding buses (piggybacking routes) to some of the routes to enhance social distancing – we have signage posted in vehicles asking each passenger to sit at least two seats away from each other.
- Temporary free fares to all fixed route and paratransit riders will help the most vulnerable populations to access transportation in a time where the purchase of a bus pass is a burden, but it also allows us to board and de-board all non-disabled passengers without interactions with drivers, further enhancing social distancing.
- We do have a service reduction phasing plan, however, at this point we would like to maintain current service levels for as long as possible. With the significant changes in our community, route cut backs clearly makes sense to varying degrees. We will clearly be responsible in how we consider the reduction or suspension of service while working closely with City Administration and City Commission.

Paratransit Services – transportation for people with disabilities:

- As demand for rides has been reduced by approximately 60% at this point, this will provide the resources necessary to provide one passenger per trip a majority of the time, keeping our more vulnerable passengers safe to the best of our abilities.
- We are in contact with our transportation partners, including Senior Ride, to discuss the feasibility of offering our drivers' assistance for grocery delivery and meals on wheels, we could potentially provide parcel delivery for vulnerable residents as well. This could mean delivering their groceries or other supplies, thus eliminating the need for their travel to any locations that would place themselves to higher exposure situations.

Update: we will begin grocery deliveries right away and meals-on wheels in May for elderly and disabled riders.

Safety of the Traveling Public and Our Employees:

Safety of our passengers and employees are paramount. Efforts we have taken to date include:

- The City of Fargo has instructed all non-essential personnel who can work from home to do so, therefore, some of the Transit employees are now working from home but employees with jobs that do not allow them to work from home continue to report to work. The staff in our garage (technicians, bus cleaners) are being staggered to work in groups which rotate days/nights to minimize exposure to each other and have staff available in the event an employee tests positive for COVID-19 within one group.

- Purchased boxes of disposable gloves in a variety of sizes and are making them available to drivers and dispatchers. We will continue to provide gloves for the duration of the event for as long as we can purchase them. Now that the CDC and Public Health organizations recommend face masks, we are providing them. In addition, we will be adding safety glasses for anyone interacting with the public from our team.
- We have added plexiglass barriers next to the drivers on the buses to help prevent particulate matter from hitting drivers or passengers.
- Increased cleaning of fixed route and paratransit buses and GTC/MTG to include **disinfecting** of high touch surfaces **every night**. With NDSU temporarily cancelling the Route 30 series and 13U routes, we will have vehicles to rotate every night so we can disinfect each with a **hospital grade sanitizer/disinfectant solution**.
- In addition to the above, bus drivers are rotating through the transit facilities to meet buses as they circulate throughout the day and wipe down high touch surfaces on all buses on a regular basis.
- Increased cleaning of the temporary GTC location and the Metro Transit Garage to **disinfect** door handles/bars, lobby seating, bathroom fixtures, etc. – high touch surfaces, **every night**.
- We are reassigning some drivers to assist with continued disinfecting on vehicles and in our facilities regularly throughout the day.
- Posted on communication boards the CDC information outlining hand-washing, covering your cough, etc. We also provided a copy of the information to all drivers/dispatchers/managers at the recent safety meetings and posted them inside all buses. We have also listed the websites for COVID-19 guidance recommended by the CDC and ND Health Department.
- Posting information regarding service adjustments, such as the suspension of routes, on the www.MATBUS.com website and via social media.
- We have contacted vendors to identify their ability to continue providing services and parts/supplies.

Financial Impact

We are in communication with our State DOT and the Federal Transit Administration (FTA). Additional funding of \$7,936,636, requiring no local match, has been made available to the City of Fargo for Transit, which will be quite helpful during these challenging times. We will continue to review and consult with the proper agencies for developments.

Actions of Other Transit Agencies during this Emergency:

There are several transit agencies who have cut back on service as well as completely eliminating service. Currently, the transit services in Minneapolis have been reduced but are continuing service and attempting to work towards employment of as many of their employees as possible.

As circumstances change or develop, we are prepared to adjust quickly.

Thank you.