



Fargo-Moorhead Metropolitan  
Council of Governments

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## 7<sup>th</sup> Meeting of the MATBUS Coordination Committee

May 21, 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 April 16, 2025
2. Informational Items
  - a. MATBUS Driver Services Update – **Julie Bommelman**
  - b. MATBUS Transit Development Plan Update – **Aaron Bartling**
  - c. Safety and Security Update – **Cole Swingen**
3. Action Items
  - a. Fare Increase and Fare Structure Recommendation – **Cole Swingen and Jordan Smith**
  - b. Proposed DBE Goals for Fargo and Moorhead 2026-2028 – **Shaun Crowell**
4. Other Business

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# Agenda Item 1b

**6<sup>th</sup> Meeting of the  
MATBUS Coordination Committee  
April 16, 2025 – 9:00 AM  
Metro COG Conference Room/Zoom**

**Members Present:**

Deb White, Moorhead City Council, Chair  
John Strand, Fargo City Commission  
Julie Bommelman, Fargo Transit Director  
Susan Thompson, Fargo Finance Director  
Sebastian McDougall, Moorhead City Council  
Jenica Flanagan, Moorhead Finance Director  
Mike Rietz, Moorhead Assistant City Manager  
Dustin Scott, West Fargo City Administrator  
Peyton Mastera, Dilworth City Administrator  
Brit Stevens, NDSU Transportation Manager  
Ben Griffith, Metro COG Executive Director

**Members Absent:**

Denise Kolpack, Fargo City Commission

**Others Present:**

Adam Altenburg, Metro COG  
Heidi Benke, MATBUS  
Shaun Crowell, MATBUS  
Luke Grittner, MATBUS  
Aiden Jung, Metro COG  
Ian McLean, City of Fargo  
Matt Pinotti, Transdev  
Cole Swingen, MATBUS  
Megan Zahradka, City of Moorhead

**1a. Approve Order and Contents of the Overall Agenda**

A motion to approve the order and contents of the overall agenda was made by Mr. Mastera and seconded by Mr. Griffith. The motion was voted on and unanimously approved.

**1b. Review and Action on Minutes from March 19, 2025**

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

**2a. MATBUS Driver Services and Transition Recommendation**

Ms. Bommelman presented an overview of the current MATBUS driver services contract and the proposed plan to shift drivers from being contracted through Transdev to becoming City of Fargo employees. She explained that the City of Fargo currently manages a contract with Transdev that covers driver services for the entire metro area, which includes Fargo and its regional partners. This contract is set to expire on December 31, 2025. She noted that renewing services with Transdev would result in an estimated 25 percent increase in operational costs. She outlined that the proposed staff would include 75 full-time drivers

and six senior drivers, whose responsibilities would encompass behind-the-wheel instruction and cadet training. Creating the senior driver position would eliminate the need to pay a wage differential for training hours currently performed by other drivers. Additional staff would include four road supervisors and management positions such as an Operations Manager, Fixed Route Operations Supervisor, Safety & Training Manager, and a Training Specialist. She noted that one Human Resources position would also be added as well to assist the transit department. Lastly, she noted that to accommodate part-time staffing needs, temporary/non-benefited funding would be allocated for six part-time drivers, noting that Transdev currently employs 12 part-time positions.

Ms. Bommelman also explained that the transition of MATBUS driver services to City of Fargo employment aims to improve operational efficiency, reduce costs, and enhance employee satisfaction. Some of the efficiencies she noted were:

- **Flexible Scheduling:**
  - No union restrictions will allow for more adaptable driver scheduling and shift assignments.
- **Focused Management:**
  - Management staff will concentrate exclusively on local operations without the added burden of corporate-level administrative tasks required under Transdev.
- **HR Efficiency:**
  - The existing contracted Office Clerk position can be converted into a Human Resources role, reducing the total number of new positions needed.
- **Training Cost Reduction:**
  - Creation of senior bus operator positions will eliminate the need to pay training differentials, resulting in lower annual training costs.
- **Scheduling Software Implementation:**
  - New driver scheduling software will be implemented in the coming weeks.
  - Expected to increase scheduling efficiency by reducing the number of required operators.
  - Currently, Transdev requires 81 operators working 34.08-39.97 hours/week; this number is anticipated to be reduced by at least one to two positions.
- **Improved Driver Retention:**
  - In 2024, Transdev's driver retention rate was 53 percent.
  - The City of Fargo aims to improve this rate through better morale, stronger benefits, and a cohesive team environment.

Mr. Swingen expressed support for the transition, emphasizing that city employment would offer better career growth, increased job security, and potentially higher employee satisfaction. Mr. Strand inquired about trends in other cities, asking how other municipalities are addressing similar decisions - whether they are moving toward in-house transit operations or continuing to rely on contracted service providers.

A motion to authorize staff to bring a recommendation to the City of Fargo Budget Team, Administration, and Fargo City Commission for approval to pursue transitioning transit contracted drivers and their management staff to City of Fargo staff was made by Mr. Strand and seconded by Mr. Rietz. The motion was voted on and unanimously approved.

### **3a. 2026 Budgetary Efficiencies**

Mr. Swingen presented an informational item outlining projected budgetary efficiencies for 2026. Some of the efficiencies he noted MATBUS will examine is existing expenses, services, bus routes, and new and existing revenue opportunities to determine cost savings. Mr. Swingen noted that MATBUS will return with recommendations at the May 21 MATBUS Coordination Committee meeting.

Ms. Thompson provided background on MATBUS's ongoing deficit from the City of Fargo, noting that the size of the deficit continues to grow. Ms. Thompson emphasized that the current \$5.5 million deficit is not sustainable for the city. Chair White raised the question of the commitment that each jurisdiction made, questioning how service cuts in Fargo would affect service levels in other participating jurisdictions.

Ms. Thompson expressed a desire to reduce the current deficit by at least half and return to pre-COVID funding levels. Mr. Mastera asked about the long-term financial impacts, and what can be done so the financial future of MATBUS is more stable. Ms. Bommelman said that MATBUS is looking for efficiencies and will continue to look for future funding sources. She noted that they went to the North Dakota legislature in hopes to secure a long-term funding source from the state, but that they were only approved for some funding through the biennium. She noted that the outcome of a state-level study may support the case for consistent annual funding for MATBUS.

### **3b. Potential Fare Increase and Fare Structure Adjustment**

Ms. Bommelman presented an item to the MATBUS board regarding a potential fare increase and adjustments to the fare structure. She shared that during the most recent Legislative session, she was frequently asked why MATBUS hasn't raised fares in recent years. In response to those inquiries, she stated that MATBUS will be evaluating the current fare model. She pointed out that the transit agency in Grand Forks recently implemented a fare increase, although it has only been in place for about a week, so there is no data yet on how it has affected ridership.

She reminded the board that MATBUS last raised its cash fare in 2009, with additional increases to pass fares in 2012 and again in 2020. One important consideration mentioned was that under federal regulations, the fare for paratransit service cannot exceed twice the fixed-route cash fare. Ms. Bommelman also noted that the area's Senior Ride program will be raising fares from \$3.00 to \$4.00 starting July 1.

Mr. Grittner then provided an overview into the potential impacts of raising the base fare from \$1.50 to \$2.00. He explained that while such a change would likely increase revenue, it could result in a 10–15% decrease in ridership. Ms. Flannagan asked whether a reduction in ridership would also lead to a loss in federal funding. Ms. Bommelman confirmed that it would, and said they will provide the specific figures to the board.

Chair White expressed concern about the broader effects of declining ridership. She emphasized that more riders typically attract more riders, and that higher ridership can contribute to improved safety. She also pointed out that MATBUS is currently on the higher end when it comes to monthly pass pricing and suggested that a weekly pass option could be helpful for some riders.

There was also discussion around simplifying the fare structure. Ms. Bommelman suggested that doing so could make the system more accessible and potentially increase

ridership. Mr. Swingen agreed, noting that the current fare capping system can be confusing for riders. Mr. Crowell added that no one pays more than \$3.00 per day to ride MATBUS, but even that can be a challenge to communicate clearly.

Mr. Strand brought up the idea of fare-free service, asking about its potential impacts. Ms. Bommelman responded by stating that while some transit agencies experimented with fare-free models during the pandemic, most have since returned to charging fares. Mr. Crowell questioned whether ridership typically rebounds after an initial dip caused by fare increases. Mr. Rietz supported that idea, saying that he believes some riders would return over time. Mr. Crowell also noted he would be surprised if a fare increase led to a drop in paratransit use. Mr. Grittner agreed, stating that riders who rely on paratransit typically have no alternative transportation options.

### **3c. Safety and Security Update**

Mr. Swingen provided an update on safety and security at MATBUS. He shared that since the board last met, a new security guard has been brought on staff. According to Mr. Swingen, the new security guard has been highly effective, particularly in deescalating situations, and this has already contributed to a noticeable reduction in reported incidents.

### **3d. Quarterly Ridership Update**

Mr. Grittner provided an update on quarterly ridership, offering a route-by-route overview for the board. Ms. Bommelman raised a question about a significant decline in ridership on the M State route, noting a 47 percent drop. Mr. Swingen suggested that the decrease could be attributed to a change in usage pattern, specifically that some students who had previously been using the service may not have been technically qualified for it.

## **4. Other Business**

Chair White stated that the next MATBUS Coordination Committee meeting will be held Wednesday, May 21 at 9:00 AM.

Chair White adjourned the meeting at 10:15 AM.

# Memorandum



**To:** MATBUS Coordination Committee

**From:** Julie Bommelman, Transit Director

**Date:** May 21, 2025

**RE:** *MATBUS Driver Services Update*

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At the March 2025 MATBUS Coordination Committee meetings, it was determined MATBUS staff would solidify a proposal to transition drivers and their management staff from contracted positions to positions within the City of Fargo.

At the April 2025 MATBUS Coordination Committee meeting, MATBUS staff presented the final proposal to transition drivers and their management staff from contracted positions to positions within the City of Fargo. The proposal included operational efficiencies created through the transition and a comparison between estimated 2026 contracted and non-contracted costs. The approved motion was to authorize staff to bring a recommendation to the City of Fargo Budget Team, Administration and City of Fargo Commission for approval to pursue transitioning Transit contracted drivers and their management staff to City of Fargo staff and thereby eliminate the Request For Proposal (RFP) process for contracted driver services.

MATBUS staff presented the final proposal to the City of Fargo Finance, Administration and Human Resources (FAHR) Committee on April 28, 2025. The proposal was discussed and approved to bring forward to the Fargo City Commission for final approval on May 12, 2025.

**Next Steps:**

The intention is to follow through with the last phase of the Transit Development Plan (TDP) and vet any suggested route adjustments and fare changes, which would all be brought to the applicable governing bodies for a public hearings and adoption. We also intend to coincide the public outreach, finalization of the TDP and approvals from applicable governing bodies with the budget processes and incorporate all the necessary steps as the we progress through budget cycles. The only portion of the proposal that will be separate from this process is the hiring of a City of Fargo Human Resources Generalist, which was approved to occur outside the budget process to facilitate expeditiously transitioning contracted staff to City employees in late 2025.

# Memorandum

**To:** MATBUS Coordination Committee  
**From:** Cole Swingen, Assistant Transit Director - Operations  
**Date:** May 21, 2025  
**RE:** *Safety and Security Report*



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## 4/1/2025

██████████ called identifying himself as a private investigator working for attorney ██████████. ██████████ referenced an incident that allegedly occurred on April 1, 2025 around 2:45 - 3:00 pm, involving a vehicle parked near a bus at the intersection of 45th St and 13th Ave. He stated that a passenger in the vehicle testified under oath in Cass County District Court that the driver of their vehicle brandished a gun and pointed it at the bus driver. He inquired about the bus route that travels southbound on 45th St, then eastbound on 13th Ave, and eventually turns south again at the traffic lights near Target. After checking with ██████████, I confirmed for ██████████ that this is Route 20. ██████████ also requested the bus driver's name. I informed him that a police order would be required to release that information. I also informed ██████████ that I will preserve the video footage from the bus for April 1, 2025.

## 4/12/2025

A man fell down in the smoking shelter. Security called emergency services and dispatch noticed it was ██████████. Security informed the police ██████████ is trespassed and removed him from the premises.

## 4/14/2025

The caregiver for ██████████ came to the window and asked dispatch to contact the Fire Dept. for a lift assist as she could not get off the toilet.

## 4/21/2025

██████████ came into the GTC and caused a commotion, yelling that she could not breathe because she was low on air and demanding we call 911. Dispatch called emergency services but police could not take her because she was not unruly enough. She refused help from the police then demanded to ride route 4. The paramedics came and tried to help with her oxygen, but she refused to plug in her machine. Dispatch called mobile detox who offered to take her where she needed to go but she refused their help also. Dispatch finally allowed her to take route 4 to go to Cashwise with her word that she would calm down. This is a reoccurring problem, twice now she has come into the GTC yelling she is out of oxygen and demanding we call 911.

# Memorandum



**To:** MATBUS Coordination Committee

**From:** Cole Swingen, Assistant Transit Director – Operations

**Date:** May 21, 2025

**RE:** *Fare Increase and Fare Structure Recommendation*

Previously, a potential fare increase and fare restructure was discussed at the April 16 MATBUS Coordination Committee due to diminishing revenue projections.

MATBUS staff propose the following changes to the existing fare structure:

<b>Cash Fares and Passes</b>	<b>Current</b>		<b>Proposed</b>
Adult Cash Fare	\$ 1.50	→	\$ 2.00
Discount Cash Fare (Youth, Elderly, Disabled)	\$ 0.75	→	\$ 1.00
1-Day Pass	\$ 5.00	→	\$ 5.00
14-Day Pass	\$ 20.00	→	Eliminate
10-Ride Pass	\$ 15.00	→	\$ 20.00
120-Day College Semester Pass	\$ 60.00	→	\$ 80.00
31-Day Business Pass	\$ 27.00	→	\$ 30.00
Single-Ride Tickets (Pack of 20)	\$ 30.00	→	\$ 40.00
7-Day Pass		→	\$ 10.00
<b>MATBUS Connect</b>	<b>Current</b>		<b>Proposed</b>
Adult Fare	\$ 1.50	→	\$ 2.00
Adult 1-Day Fare Cap	\$ 3.00	→	Eliminate
Adult 31-Day Pass	\$ 42.00	→	\$ 45.00
Discount Fare	\$ 0.75	→	\$ 1.00
Discount 1-Day Fare Cap	\$ 3.00	→	Eliminate
Discount 31-Day Pass	\$ 27.00	→	\$ 30.00
Youth 90-Day Pass	\$ 27.00	→	\$ 30.00
Replacement Card Fee	\$ 10.00	→	\$ 10.00
1-Day Pass		→	\$ 5.00
7-Day Pass		→	\$ 10.00
<b>Fare-Free</b>	<b>Current</b>		<b>Proposed</b>
Children Preschool Age and Under	Free	→	Free
Service-Connected Veteran	Free	→	Free
Personal Care Attendant	Free	→	Free
U-Pass College Students	Free	→	Free
<b>Paratransit</b>	<b>Current</b>		<b>Proposed</b>
Cash/Check Fare	\$ 3.00	→	\$ 4.00
Prepaid Coupons (Book of 20)	\$ 60.00	→	\$ 80.00
Personal Care Attendant	Free	→	Free
Children Preschool Age and Under	Free	→	Free
Guest (Accompanying an ADA Paratransit Rider)	\$ 3.00	→	\$ 4.00
Agency Rate (Applied to Skilled Nursing & ICF-IID Facilities for Non-Emergency Medical Rides)	\$ 38.00	→	\$ 40.00

### Item 3a

In addition to the changes listed above, MATBUS staff propose transitioning from an account-based fare system to a card-based fare system. Instead of having an account where funds are added to, funds will added directly to the card that is given to a passenger. This will simplify pass purchasing and operations for both passengers and Dispatch staff.

Based on industry averages and typical trends, a fare increase of 33% (from \$1.50 to \$2.00) is likely to result in a **10% to 15% decrease in ridership**, assuming average elasticity. However, the exact impact will depend on factors like local alternatives to public transit, income levels, and the importance of transit to the community's daily life.

Initial analysis demonstrates how MATBUS's proposed increased fares projected revenue would be impacted if adult cash fares are increased from \$1.50 to \$2.00; discount fares increased from \$.75 to \$1.00:

Service	Projected 2026 revenue with current fares	Projected 2026 revenue with fare increase and 10% ridership loss	Projected 2026 revenue with fare increase and 15% ridership loss
<b>Fixed</b>	\$950,970	\$1,138,311	\$1,075,072
	<i>Difference</i>	\$187,341	\$124,102
<b>Para</b>	\$206,500	\$247,181	\$233,448
	<i>Difference</i>	\$40,681	\$26,948

**Recommended Motion:** After discussion, approve portions of, or all of the proposed fare increases/fare structure changes and allow MATBUS staff to bring the approved changes forward for public input and adoption through a public hearing.

# Memorandum

**To:** MAT Coordination Board

**From:** Shaun Crowell, Mobility Manager

**Date:** May 21, 2025

**RE:** *DBE Goals for Fargo and Moorhead 2026 - 2028*



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MATBUS is establishing a new overall goal for Disadvantaged Business Enterprise (DBE) participation in its federally-funded projects scheduled in FY 2026-2028. This includes consultation with 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 DBE's, and assist MATBUS's efforts to establish a level playing field for the participation of DBEs.

The proposed goals will be .49% for City of Fargo Transit, and .44% for City of Moorhead Transit.

The DBE Goals are due to the FTA by August 1, 2025

**Requested motion:** Authorize staff to bring the proposed goals to City of Fargo Commission and Moorhead City Council for approval to submit proposed goals to the FTA.

June 20, 2025

Regional Civil Rights Officer  
Federal Transit Administration  
1961 Stout Street  
Suite 13-301  
Denver, CO 80202

Subject: City of Fargo FFY 2026 - 2028 DBE Goal (Vendor 1156)

Dear Regional Civil Rights Officer:

The City of Fargo respectfully submits the following methodology and DBE Goal of .49% for FFY 2026 - 2028:

DBE Goal Setting Methodology Requirements:

**OUTREACH:**

Public participation methods employed by the City of Fargo included legal notices in the papers, letters to women, minority groups, the local Chamber of Commerce, Small Business Administration, and cultural diversity groups.

The notification includes the types of work which will be available through our organization and invites these groups to participate (letter and notices are enclosed).

When the opportunity presents itself, we do encourage potentially eligible businesses to register to become a DBE.

We have taken the opportunity to work with a DBE vendor selling office supplies, that will work on matching prices on products, so we do hope to build that relationship over time and utilize their services.

**METHODOLOGY:**

The contracting opportunities are limited for our organization. Attached you will find a listing of potentially available contracting opportunities, the budget affiliated with each item, and the corresponding NAICS code.

Step 1, Development of base figure, We have 4 DBEs we have used in the past are likely to use in the future. We have counted 685 firms ready, willing and able including DBEs and non-DBEs. Dividing the two, we get our base figure of .6%.

Step 2, Adjustment to the Base Figure. The 4 DBE firms are included in the listing of the available firms in the area (for example, there is 1 DBE Commercial digital printing firm – that 1 is part of the 685 existing firms). Therefore, I believe the .6% is accurate – the 4 firms divided by all 685 of the firms.

We adjusted for past participation for the last three years; we calculated the median of the past participation, which was .37%. and the .6% base figure and the average of the two is .49%.

Race-conscious/Race-neutral Breakdown. Please note Fargo's goal is 100% race-neutral – there is not a breakdown since we did not exceed our goals in the last three years.

Enclosed are the following items pertaining to Fargo's FY 2026 - 2028 DBE Goal for your consideration:

1. Fargo's Goal Methodology (Including NAICS Attachment)
2. Public Notice on DBE Goal Published on [www.matbus.com](http://www.matbus.com)
3. Solicitation of DBE's – Notice in Local Newspaper
4. Letter to Businesses and Organizations regarding DBE/SBE

The goal is set at .49%. Fargo Transit invited public comment on May 1st, 2025 for a period of 45 days for the purpose of obtaining input on the proposed goal, on April 16, 2025 we made available an opportunity for potential DBEs to meet with us either in person or by phone to provide comments regarding our DBE goals.

No comments were received.

### **RACE-NEUTRAL PARTICIPATION**

Fargo Transit proposes to move forward in FY 2026 - 2028 utilizing a *race-neutral* program in achieving the DBE goal of .49% during these fiscal years. Fargo Transit feels a race-neutral program is the best approach in obtaining satisfactory DBE participation. Fargo did not exceed our goals for the last three years and cannot calculate the Race/Gender-Neutral Split.

### **In Summary**

Opportunities to use DBE's in the Fargo/Moorhead metro area is limited. Marketing and office supplies are the one area we use DBE's the most and the DBE usually is much higher than a local non-DBE firm we receive bids from.

Should you have any questions, please contact me at 701-476-5967.

Sincerely,

Julie Bommelman  
Transit Director, DBELO

Shaun Crowell, Mobility Manager  
City of Fargo  
650 23<sup>rd</sup> St N  
Fargo, ND 58102  
[scrowell@matbus.com](mailto:scrowell@matbus.com)

June 20th, 2025

Regional Civil Rights Officer  
Federal Transit Administration  
1961 Stout Street  
Suite 13-301  
Denver, CO 80202

Subject: City of Moorhead Administration – FFY 2026 - 2028 DBE Goal (Recipient ID #1159)

Dear Regional Civil Rights Officer:

The City of Moorhead Administration respectfully submits the following methodology and DBE Goal of .44% for FFY 2026 - 2028:

DBE Goal Setting Methodology Requirements:

**OUTREACH:**

Public participation methods employed by the Cities of Fargo and Moorhead included legal notices in the papers, letters to women, minority groups, the local Chamber of Commerce, Small Business Administration, and cultural diversity groups.

The notification includes the types of work which will be available through our organization and invites these groups to participate (letter and notices are enclosed).

When the opportunity presents itself, we do encourage potentially eligible businesses to register to become a DBE.

**METHODOLOGY:**

The contracting opportunities are limited for our organization. Attached you will find a listing of potentially available contracting opportunities, the budget affiliated with each item, and the corresponding NAICS code.

Step 1 Development of base figure, the City of Moorhead Administration has decided not to weight the goal. The goal as determined by the number of eligible DBEs and the estimated contract opportunities is .44%.

Enclosed are the following items pertaining to City of Moorhead Administration's FY 2026 - 2028 DBE Goal for your consideration:

1. City of Moorhead Administration's Goal Methodology (Including NAICS Attachment)

2. Public Notice on DBE Goal Published on [www.matbus.com](http://www.matbus.com)
3. Solicitation of DBE's – Notice in Local Newspaper (publish in April 2025)
4. Letter to Businesses and Organizations regarding DBE/SBE

The goal is set at .44%. City of Moorhead Administration invited public comment for a period of 45 days for the purpose of obtaining input on the proposed goal.

No comments were received.

The goal of .44% for City of Moorhead Administration is a realistic goal as the majority of contracts are paid by the City of Fargo Transit and City of Moorhead Administration reimburses a share.

### **RACE-NEUTRAL PARTICIPATION**

City of Moorhead Administration proposes to move forward in FY 2026-2027-2028 utilizing a race-neutral program in achieving the DBE goal of .44% during these fiscal years. Moorhead Transit feels a race-neutral program is the best approach in obtaining satisfactory DBE participation.

### **In Summary**

The last three years have been a challenge with a limiting a number of contracting opportunities. We were able to utilize a DBE for our system maps in 2024. The system maps are an ongoing opportunity to contract for a DBE.

In the future, The City of Fargo is working on behalf of the City of Moorhead through a Joint Powers Agreement and will operate transit services in compliance with federal regulations and will fulfill the DBE requirements under the DBE Program.

Should you have any questions, please contact me at 701-476-5967 or email at [scrowell@matbus.com](mailto:scrowell@matbus.com).

Sincerely,

Shaun Crowell  
Mobility Manager, DBELO for City of Moorhead

Shaun Crowell  
Mobility Manager  
MATBUS – Metro Transit Garage  
650 23<sup>rd</sup> Street North  
Fargo, ND 58102

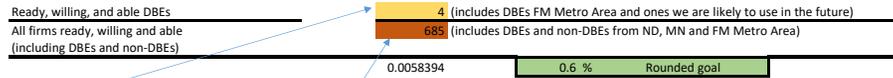
NAICS CODE	CLASSIFICATION	FARGO GL-EXPENDITURES CODE	ESTIMATED CONTRACT OPPORTUNITIES-PROFESSIONAL SERVICES FARGO	ESTIMATED CONTRACT OPPORTUNITIES-SUPPLIES/SERVICES FARGO	ESTIMATED CONTRACT OPPORTUNITIES-PROFESSIONAL SERVICES MOORHEAD	ESTIMATED CONTRACT OPPORTUNITIES-SUPPLIES/SERVICES MOORHEAD	DBE BUSINESS PREVIOUSLY USED/WILL LIKELY USE AGAIN	DBE BUSINESS-FM AREA Updated 6/28/24	DBE BUSINESS-ND Updated 6/28/24	DBE BUSINESS-MN Updated 6/28/24	Total DBEs for estimated contracting opp	FM METRO BUSINESS	Listing Date Updated using Google Search
236220	Commercial and Institutional Building Construction							0	0	43	43	27	4/22/2025
238110	Concrete Contractors							0	0	27	27	127	4/22/2025
238210	Electrical Contractors and Other Wiring Installation Contractors						1	1	2	28	30	68	4/22/2025
238330	Flooring - Commercial and Residential	4310		\$ 60,000			0	1	1	17	18	118	4/22/2025
323113	Commercial Screen Printing							0	0	5	5	18	4/22/2025
323111	Commercial digital printing (except books)	5510		\$ 9,000		\$ 11,430	1	0	2	11	13	22	4/22/2025
323119	Other Commercial Printing							0	0	0	0	22	4/22/2025
339950	Sign Manufacturing							0	0	9	9	22	4/22/2025
424720	Petroleum Bulk Stations and Terminals							0	0	4	4	7	4/22/2025
441310	Automotive Parts and Accessories Stores							0	0	0	0	20	4/22/2025
441320	Tire Dealers							0	0	0	0	19	4/22/2025
459410	Office Supplies and Stationery Stores	6110		\$ 14,000			1	0	1	1	2	19	4/22/2025
454319	Other Fuel Dealers							0	0	0	0	17	4/22/2025
485310	Taxi Service							0	0	0	0	7	4/22/2025
485510	Charter bus Industry							0	0	0	0	10	4/22/2025
485991	Special Needs Transportation							0	0	3	3	6	4/22/2025
488410	Motor Vehicle Towing							0	0	1	1	16	4/22/2025
492110	Couriers							0	0	1	1	19	4/22/2025
512110	Motion Picture and Video Production				\$ 3,600			0	0	9	9	14	4/22/2025
516112	Radio Stations							0	0	0	0	12	4/22/2025
515120	Television Broadcasting							0	0	0	0	15	4/22/2025
515210	Cable and Other Subscription Programming							0	0	0	0	3	4/22/2025
517210	Wireless Telecommunications Carriers (except Satellite)							0	0	0	0	0	4/22/2025
519130	Internet Publishing and Broadcasting and Web Search Portals							0	0	1	1	4	4/22/2025
522110	Commercial Banking							0	0	0	0	20	4/22/2025
524126	Direct Property and Casualty Insurance							0	0	0	0	14	4/22/2025
541310	Architectural Services							0	0	22	22	22	4/22/2025
541330	Engineering Services							0	1	45	46	19	4/22/2025
541410	Interior Design Services							0	0	15	15	21	4/22/2025
541430	Graphic Design Services				\$ 300			1	2	41	43	18	4/22/2025
541611	Admin Mgmt & General Mgmt Consulting Services (First Transit Contract)							0	3	118	121	0	4/22/2025
541613	Marketing Consulting Services	3420, 5411		\$ 105,800			0	0	0	47	47	16	4/22/2025
541810	Advertising Agencies	3110		\$ 3,500				0	0	12	12	19	4/22/2025
541860	Direct Mail Advertising							0	0	5	5	14	4/22/2025
561310	Employment Placement Agencies							0	0	0	0	18	4/22/2025
561612	Security Guards & Patrol Services/Armored Car Services	3380, 3899		\$ 354,500				0	0	8	8	8	4/22/2025
561622	Locksmiths							0	0	0	0	6	4/22/2025
561710	Exterminating & Pest Control Services							0	0	0	0	5	4/22/2025
561720	Janitorial Services	4205, 4206		\$ 85,751		\$ -	0	0	4	43	47	18	4/22/2025
561730	Landscaping Services	4210,4220,		\$ 29,500				0	5	43	48	17	4/22/2025
721110	Hotels (except Casino Hotels) and Motels-2061 (hotels 25% of total budget)	5660, 5760		\$ 4,500				0	0	0	0	20	4/22/2025
721110	Hotels (except Casino Hotels) and Motels-2062/2068/2069	5660, 5760		\$ 7,200				0	0	0	0	20	4/22/2025
811122	Glass Repair (Automotive)							0	0	0	0	19	4/22/2025
811198	All Automotive Repair & Maintenance	4325, 4330		\$ 935,000				0	0	0	0	22	4/22/2025
811211	Radio Repair							0	0	0	0	15	4/22/2025
811212	Computer & Office Machine Repair & Maintenance	4350		\$ 8,500				0	0	2	2	18	4/22/2025
812331	Linen & Uniform Supply	6410		\$ 22,000			1	1	0	0	0	3	4/22/2025
	<b>Grand Totals</b>		\$ -	\$ 1,639,251	\$ 3,900	\$ 11,430	4	4	21	561	582	964	

All firms willing and able, including DBEs and non-DBEs		415
Total DBEs for estimated contract opportunities		270
Total DBEs in local area that are willing and able for estimated contract opportunities - FARGO	4	
Total DBEs in local area that are willing and able for estimated contract opportunities - MOORHEAD	3	
Total DBEs for estimated contract opportunities + All Firms willing and able including DBEs and non-DBEs		685

# FARGO DBE GOAL

**Step 1**

**Step One Base Figure**



Market Area: FM (Fargo, ND, Moorhead, MN) Metro Area consists of a population of more than 200,000. We have expanded our market outside the geographic FM Metro area for services such as graphic design.

- A. The step one base figure includes DBEs in the FM Metro area and ones we are likely to continue to use in the future
- B. We used the NAICS listing to find DBEs in the FM Metro area and in ND and MN
- C. The DBEs used in the step one base figure are DBEs that are available and ready and willing.
- D. 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 and are likely we will use in the future
- E. The numerator consists of firms that have been identified and utilized in the past that are DBE's, the denominator includes firms from ND, MN and the FM Area that are DBEs and non-DBEs. Due to the low number of DBEs available in the local area, we have utilized most of the identified DBEs
- F. We decided to not use weighting
- G. We have accounted for any firms no longer in business in Step One, by doing online searches
- H. No adjustments were made based solely on changes in the amount of federal assistance we expect to receive
- I. No alternative methods were used in Step One

**Step 2**

- A.
  - 1 We were in compliance with the DBE regulations
  - 2 The previous DBE goal was .64% (2023,2024,2025)
  - 3 Decertifications are not relevant in Step Two
  - 4 Contracts are expected to be similar as in the past
  - 5 Adjustment for past participation

Dates	Fargo DBE %
Actual 2023	0.37
Actual 2024	0.95
Actual 2025	0
Average	0.44

Sa Median Average 0.37

Adjusting the Step One Base Figure with the Median Past Participation	
Step One Base Figure	0.60%
Median of past participation (Sa)	0.37%
New Step One base figure adjusted for past participation	0.49%
Average of Step One base figure and Median of past participation	0.49%

Sb Final goal will be .49%

- 6 We used 3 years of past participation (as this is the best indicator of future participation.)
- 7 Consideration was given when making adjustment for past participation
- 8 This is not the first time we have had a DBE program

**Other factors in Step Two**

- B No disparity studies have been conducted in our market area that were factored into step 2. We are unable to find other types of evidence or data relative to making further adjustments to our goal

**IV**

**A. Calculating the Race/Gender-Neutral and Race/Gender-Conscious Split:**

Goal was .64%	Need to update when all goals are done 2020-2022
We did not exceed the goal for 2023	Actual 2023 0.03%
We did exceed the goal for 2024	Actual 2024 0.95%
	Actual 2025 0.00% Through March 31, 2025

In the event we exceed the amount from the goals in the past three years determine the RC and RN split.

**Summary of any comments received during consultation with the public and what changes, if any, were made to the goal as a result:**

Will need to complete this after the comment period in June 2025

# MOORHEAD DBE GOAL

**Step 1**

**Step One Base Figure**

	Ready, willing, and able DBEs	3	(includes DBEs FM Metro Area and ones we are likely to use in the future)	0.00438
	All firms ready, willing and able (including DBEs and non-DBEs)	685	(includes DBEs and non-DBEs from ND, MN and FM Metro Area)	<b>0.44% DBE GOAL</b>

0.00438      0.44%

Market Area: FM (Fargo, ND, Moorhead, MN) Metro Area consists of a population of less than 200,000. We have expanded our market outside the geographic FM Metro area for services such as graphic design.

A. The step one base figure includes DBEs in the FM Metro area and ones we are likely to continue to use in the future

B. We used the NAICS listing to find DBEs in the FM Metro area and in ND and MN

C. The DBEs used in the step one base figure are DBEs that are available and ready and willing.

D. 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 and are likely we will use in the future

E. The numerator consists of firms that have been identified and utilized in the past that are DBE's, the denominator includes firms from ND, MN and the FM Area that are DBEs and non-DBEs. Due to the low number of DBEs available in the local area, we have utilized most of the identified DBEs

F. We have decided to not weight the goal methodology

NAICS	ESTIMATED CONTRACT OPPORTUNITIES- SUPPLIES/SERVICES MOORHEAD	# of DBEs
323111 Commerical digital printing (except books)		1
238210 Electrical Contractors and Other Wiring Installation Contractors		1
453210 Office Supplies and Stationery Stores		1
		3

# of contracts added together ←

**Summary of any comments received during consultation with the public and what changes, if any, were made to the goal as a result:**

No comments were received during 45 day comment period.

G. We have accounted for any firms no longer in business in Step One

H. No adjustments were made based solely on changes in the amount of federal assistance we expect to receive

I. No alternatives methods were used in Step One

**Step 2**

A.

- 1 We were in compliance with the DBE regulations
- 2 The previous DBE goal was .71%
- 3 Decertifications are not relevant in Step Two
- 4 Contracts are expected to be similar as in the past
- 5 We did not adjust the goal based on past participation
- 6 We did not adjust the goal based on past participation
- 7 We did not adjust the goal based on past participation
- 8 This is not the first time we have had a DBE program

IV **Other factors in Step Two**

B No disparity studies have been conducted in our market area that were factored into step 2  
We are unable to find other types of evidence or data relative to making further adjustments to our goal

**Calculating the Race/Gender-Neutral and Race/Gender-Conscious Split:**

A.

		Goal was .71%
We did not exceed our goal in 2023	2023	0.00%
We did not exceed our goal in 2024	2024	0.45%
	2025	0.00% Still need to update for 2025

**Notes:**

5/26/2017  
As per our conversation with Kevin Osborn the City of Moorhead will only count contracts DBEs that they procure outside of the joint powers agreement with the City of Fargo  
Example of the JPA: Paratransit operating, Metro Transit Garage, Ground Transportation Center and Mobility Management, LinkFM Downtown circulator route  
Example of non-JPA: Printing schedules, marketing, shelter cleaning

6/28/2024  
It is unlikely Moorhead will have many opportunities to utilize DBEs outside the JPA with Fargo.

12/10/2024  
Starting in 2025, City of Moorhead began contracting services with City of Fargo Transit, there will be little or no opportunity for Moorhead to procure specific transit related contracts in the future.



## Go Green, Ride With Us



### DBE Consultation in establishing goals for FY 2026-2028

MATBUS is establishing a new overall goal for Disadvantaged Business Enterprise (DBE) participation in its federally-funded projects scheduled in FY 2026-2028. This includes consultation with 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 DBE's, and assist MATBUS's efforts to establish a level playing field for the participation of DBEs.

The proposed goals will be .49% for City of Fargo Transit, and .44% for City of Moorhead Transit.

On April 16, 2025 we will be available in person at the Metro Transit Garage at 650 23rd St. N. Fargo, ND 58102 or by teleconference from 10:30 AM -11:00 AM, 1:00 PM – 4:00 PM.

We will schedule consultations in half-hour blocks, please contact Shaun Crowell, Mobility Manager at 701-476-5967 or at [scrowell@matbus.com](mailto:scrowell@matbus.com) to schedule a time. Deadline to schedule a time is April 4, 2025.

Alternative dates for a consultation by teleconference may be scheduled if necessary.

### City of Fargo Transit DBE Goal

The City of Fargo Transit has established a DBE goal of .64% utilizing a race-neutral program for the next three years 2023, 2024, 2025. Please contact Shaun Crowell, DBE Coordinator, at MATBUS, 650 23rd Street North, Fargo, ND 58102, via phone at [701.476.5967](tel:701.476.5967), or via email at [Shaun Crowell, Mobility Manager](mailto:Shaun.Crowell@matbus.com)

### City of Moorhead Transit DBE Goal

The City of Moorhead Transit has established a DBE goal of .71% utilizing a race-neutral program for the next three years 2023, 2024, 2025. Please contact Shaun Crowell, DBE Coordinator, at MATBUS, 650 23rd Street North, Fargo, ND 58102, via phone at [701.476.5967](tel:701.476.5967), or via email at [Shaun Crowell, Mobility Manager](mailto:Shaun.Crowell@matbus.com)

### Seeking DBE & SBE Firms to Bid on Federally-Funded Contracts

The Cities of Fargo and Moorhead and MATBUS are seeking Disadvantaged Business Enterprises (DBEs) and Small Business Enterprises (SBEs) to bid on federally-funded products and services. Firms owned and controlled 51% or more by women,

minorities or other socially and economically disadvantaged individuals or groups are eligible to apply for DBE certification.

Interested vendors should contact: Shaun Crowell, DBE Coordinator, at MATBUS, 650 23rd Street North, Fargo, ND 58102, via phone at [701.476.5967](tel:701.476.5967), or via email at [Shaun Crowell, Mobility Manager](mailto:Shaun.Crowell@mobilitymanager.com)

## **Type of contract work available**

Parts and maintenance for buses,  
Radio repair  
Janitorial services  
Bulk diesel fuel  
Insurance (auto, liability and performance bond)  
Consultants (transit planning, drug testing, asbestos removal, marketing research, real estate appraisal, environmental review and remediation)  
Mowing  
Snow removal  
Driver training  
Cleaning supplies  
Lubricants  
Laundry services  
Contractors to operate fixed route and paratransit transportation services  
Firms wishing to sell advertising space on the exterior or interior of buses.  
Marketing (design, printing, specialty products)  
Office supplies  
Construction Contractors  
General Contractors  
Home Improvement  
Building Repairs  
Earthwork  
Masonry  
Carpentry  
Structural Steel  
Roofing  
Fire Protection  
Drywall  
Painting  
Floor Covering  
Ceilings  
Tile Setters  
Window Treatments  
Concrete  
Electrical  
Heating  
Windows  
Landscaping  
Asphalt  
Plumbing  
Security systems  
Fueling systems  
Vehicle washing systems  
Demolition  
Interior/exterior Lighting  
Office Furniture  
Garage Tools and Equipment

## **Interested in becoming a DBE in North Dakota?**

If your organization is interested in becoming a certified DBE in North Dakota, you can apply for certification at [ND.DOT](http://ND.DOT.gov)  
On the DBE certification page, you can create an account to start the process.

If you are currently certified in Minnesota you would just need to submit an interstate application using their online system.

If you have any questions, you can contact the DBE Supportive Services Consultant either through the online system or at 701-527-0931.

## **Interested in becoming a DBE in Minnesota?**

If your organization is interested in becoming a certified DBE in Minnesota, you can find the application and more information to apply for certification with [MnDOT](#).

**NOTICE OF PUBLIC COMMENT ON DBE GOAL FOR 2026-2027-2028  
CITY OF FARGO, NORTH DAKOTA – TRANSIT OFFICE**

In accordance with requirements of the U.S. Department of Transportation as set forth in 49 C.F.R. Part 26, as amended, the City of Fargo Transit Office hereby notifies the public that it is recommending the following Disadvantaged Business Enterprise (DBE) goal for applicable professional services and procurement contracts during Fiscal Years 2026-2027-2028, beginning October 1, 2025 and ending September 30, 2028. The overall total City of Fargo Transit DBE goal for fiscal years 2026, 2027, 2028 is .49%. The City of Moorhead Administration goal for fiscal years 2026, 2027, 2028 is .44%.

Information pertaining to this goal and a description of how it was selected is available for inspection from 8:00 a.m. to 4:30 p.m. (central time) at the Metro Transit Garage, 650 23<sup>rd</sup> Street North, Fargo, ND 58102 for 30 days following the date of this notice. Written comments on this goal will be accepted for 45 days from the date of this notice. The comments are for informational purposes only and may be sent to Julie Bommelman, City of Fargo Transit Director, DBELO and Shaun Crowell, Mobility Manager DBELO for City of Moorhead, Metro Area Transit, 650 23<sup>rd</sup> Street North, Fargo, ND 58102, or to the Regional Civil Rights Officer, Federal Transit Administration, Region 8, 1961 Stout Street, Suite 13-301, Denver CO 80202

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Please publish in *The Forum*  
North Dakota Legals  
Wednesday, April 16, 2025

Send (2) affidavits of publication.  
MATBUS  
Attn: Shaun Crowell  
650 23<sup>rd</sup> St. N.  
Fargo, ND 58102

Bill:  
City of Fargo for North Dakota ad  
MATBUS  
650 23<sup>rd</sup> Street North  
Fargo, ND 58102



### AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

Rachel Cozart, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Forum of Fargo-Moorhead (ND), a newspaper printed and published in the City of Fargo, County of Cass, State of North Dakota.

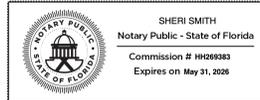
1. I am the designated agent of The The Forum of Fargo-Moorhead (ND), under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

2. The newspaper listed on the exhibit published the advertisement of: **ND General Public Notice Notice; (1) time: Wednesday, April 16, 2025**, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

*Rachel Cozart*

(Signed) \_\_\_\_\_



#### VERIFICATION

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 04/21/2025

*S. Smith*

\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.

### NOTICE OF PUBLIC COMMENT ON DBE GOAL FOR 2026-2027-2028 CITY OF FARGO, NORTH DAKOTA – TRANSIT OFFICE

In accordance with requirements of the U.S. Department of Transportation as set forth in 49 C.F.R. Part 26, as amended, the City of Fargo Transit Office hereby notifies the public that it is recommending the following Disadvantaged Business Enterprise (DBE) goal for applicable professional services and procurement contracts during Fiscal Years 2026-2027-2028, beginning October 1, 2025 and ending September 30, 2028. The overall total City of Fargo Transit DBE goal for fiscal years 2026, 2027, 2028 is .49%. The City of Moorhead Administration goal for fiscal years 2026, 2027, 2028 is .44%.

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**NOTICE OF PUBLIC COMMENT ON DBE GOAL FOR 2026-2027-2028  
CITY OF FARGO, NORTH DAKOTA – TRANSIT OFFICE**

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Publish in *The FM Extra*  
Minnesota Legals  
Thursday, April 10, 2025

Send (2) affidavits of publication.  
MATBUS  
Attn: Shaun Crowell  
650 23<sup>rd</sup> St. N.  
Fargo, ND 58102

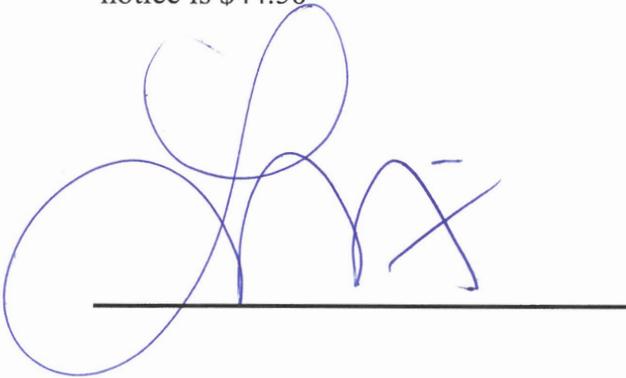
Bill:  
City of Fargo  
MATBUS  
650 23<sup>rd</sup> Street North  
Fargo, ND 58102

FM Extra  
810 4<sup>th</sup> Ave S Suite 120  
PO Box 1026  
Moorhead, MN 56561

State of Minnesota

Clay County

I, Lisa Miller, duly sworn on my oath, do say that in the FM Extra, a newspaper issued weekly, published at Moorhead, in said County of Clay, the attached notice was inserted and published in said newspaper in the issues of 04/10/25 for the reasonable fee for publishing said notice is \$44.58



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State of Iowa  
County of Lyon  
Subscribed in my presence and sworn before me 04/16/25. Given under my hand and Notary Seal.



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Notary Public Jodie Hoogendoorn  
State : Iowa  
County : Lyon  
Expiration Date : January 17, 2026  
Commission No. : 152759

**NOTICE OF PUBLIC COMMENT  
ON DBE GOAL FOR  
2026-2027-2028  
CITY OF FARGO, NORTH  
DAKOTA - TRANSIT OFFICE**  
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F0410-2