

Minutes of the Moorhead Public Service Commission
Hjemkomst Center, Auditorium
Tuesday, November 18, 2025 – 4:30 PM

MEMBERS PRESENT: Paul Baker, Lisa Borgen, Matthew Leiseth, Jason Ness, and Joel Paulsen

MEMBERS ABSENT: None

OTHERS PRESENT: General Manager Travis Schmidt; Staff Members Taylor Holte, Katie Kemper; Jake Long, Mark Moilanen, Susan Orth, Marc Pritchard, Aaron Southard, and James Sumba; MPS Attorney John Boulger; Assistant City Manager Mike Rietz;

1. CALL TO ORDER.

Chairperson Paulsen called the meeting to order at 4:31 PM. A quorum of the following members was present: Baker, Borgen, Leiseth, Ness, and Paulsen.

2. APPROVE AGENDA.

Commissioner Borgen made a motion to approve the agenda. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

3. APPROVE CONSENT AGENDA.

Commissioner Leiseth made a motion to approve the consent agenda. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

[The consent agenda approved above includes all items shown herein with an asterisk (*). These items were considered routine or non-controversial by the Commission and were enacted by the Commission in one motion, which is the motion above to approve the consent agenda.]

***4. APPROVE MINUTES OF OCTOBER 21, 2025.**

Commissioner Leiseth made a motion to approve the minutes of October 21, 2025. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***5. APPROVE BILLS FOR PAYMENT.**

Commissioner Leiseth made a motion to approve the bills for payment. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

- *6. APPROVE AMENDMENT NO. 3 TO JOINT POWERS AGREEMENT WITH STATE OF MINNESOTA TO LEASE DARK FIBER.**

Commissioner Leiseth made a motion to approve Amendment No. 3 to the Joint Powers Agreement between Moorhead Public Service and the State of Minnesota to lease dark fiber located within and throughout Moorhead, Minnesota. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

- *7. APPROVE EXHIBIT A, REVISION 2, TO THE TRANSMISSION OPERATOR PROCEDURE WITH WESTERN AREA POWER ADMINISTRATION.**

Commissioner Leiseth made a motion to approve Exhibit A, Revision 2, to the Transmission Operator Procedure with Western Area Power Administration for maintenance and coordination of the facilities at Moorhead Public Service's Moorhead DOE Substation. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

- *8. APPROVE AMENDMENT NO. 1 TO TASK ORDER NO. 12 FOR NORTHEAST SUBSTATION AND AMENDMENT NO. 1 TO TASK ORDER NO. 13 FOR SOUTHEAST SUBSTATION WITH DGR ENGINEERING.**

Commissioner Leiseth made a motion to approve Amendment No. 1 to Task Order No. 12 for Moorhead Public Service's Northeast Substation and Amendment No. 1 to Task Order No. 13 for Moorhead Public Service's Southeast Substation with DGR Engineering. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

- *9. APPROVE TASK ORDER NO. 14 FOR FOCUS UPGRADE PROJECT AND TASK ORDER NO. 16 FOR NORTHEAST GENERATING STATION WITH DGR ENGINEERING.**

Commissioner Leiseth made a motion to approve Task Order No. 14 for the Fiber Optic Communications for Utility System Upgrade Project and Task Order No. 16 for the Northeast Generating Station with DGR Engineering. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

- *10. APPROVE PROFESSIONAL SERVICES FOR PUBLIC OUTREACH AND EDUCATIONAL MATERIALS.**

Commissioner Leiseth made a motion to approve professional services with Isabella Ternes to develop public outreach and educational materials for Moorhead Public Service's Water Division in an amount not to exceed \$8,000. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***11. APPROVE ANNUAL AGREEMENT WITH THE SALVATION ARMY FOR 2025/2026 HEATSHARE PROGRAM.**

Commissioner Leiseth made a motion to approve The Salvation Army's annual HeatShare Program Agreement between Moorhead Public Service and The Salvation Army for the period of October 1, 2025, through September 30, 2026. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***12. APPROVE AMENDMENT TO SOFTWARE LICENCE AND IMPLEMENTATION AGREEMENT WITH ADVANCED UTILITY SYSTEMS.**

Commissioner Leiseth made a motion to approve the Amendment to Change Dispute Resolution Provisions to the 2005 Software Licence and Implementation Agreement with Advanced Utility Systems. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***13. APPROVE 2026 COMMISSION MEETING SCHEDULE.**

Commissioner Leiseth made a motion to approve the 2026 Commission meeting schedule. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

14. CUSTOMERS TO BE HEARD/RECOGNITIONS.

There were no customers to be heard or recognitions made.

15. OLD BUSINESS.

There was no old business to discuss.

16. REPORTS.

City Council.

Commissioner Borgen stated that the Moorhead City Council (City Council) held its City Council Workshop on November 18, 2025, to discuss the City of Moorhead's 2026 budget.

Public Service Commission.

No report was made.

General Manager's Report.

General Manager Travis Schmidt provided an introduction to the General Manager's Report, which included updates to the 2025 second quarter Strategic Plan, quarterly dashboard reports for the second quarter, cards thanking Moorhead Public Service (MPS) for its sponsorships, and MPS' participation in Trunk or Treat on October 31, 2025. Schmidt provided an update on the Minnesota Municipal Utilities Association's Safety Management Program, Western Area Power Administration's final drought adder notification, and the Light Up Navajo Project.

Accept Report on Contract Extension for Hauling and Beneficial Use Services for Lime Residuals from Water Treatment Plant.

Water Plant Manager Marc Pritchard provided background information on MPS' one-year contract extension for lime residuals. Pritchard stated that Border States Paving, Inc. (Border States), requested that Evergreen ND, LLC, be named as the Successor in Interest for Border States.

Commissioner Borgen made a motion to accept the report on the one-year contract extension for hauling and beneficial use services for lime residuals from Moorhead Public Service's Water Treatment Plant to the Successor in Interest of Border States Paving, Inc., Evergreen ND, LLC, in the continued amount of \$85.00 per cubic yard for 2026. Commissioner Baker seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

17. AWARD BIDS FOR 2026 WATER TREATMENT AND WASTEWATER TREATMENT CHEMICALS.

Water Plant Manager Marc Pritchard provided an overview of the chemicals purchased for MPS' Water Treatment Plant and the City of Moorhead's Wastewater Treatment Facility Plant. Pritchard responded to questions of the Commission.

Commissioner Leiseth made a motion to award the bids for 2026 Water Treatment and Wastewater Treatment Chemicals to the lowest, qualified bidders meeting the specifications, as shown on the attached Bid Tabulation Sheet, attached hereto and made a part of these minutes. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

18. APPROVE THE ADDITION OF SECTION 10.22 ON MINNESOTA PAID LEAVE TO MPS' PERSONNEL POLICY MANUAL.

General Manager Travis Schmidt provided information on the Minnesota Paid Leave law that was passed by the State of Minnesota in 2023, and will take effect on January 1, 2026.

Commissioner Ness made a motion to approve the addition of Section 10.22 on Minnesota Paid Leave to Moorhead Public Service's Personnel Policy Manual. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

19. APPROVE MEMORANDUM OF UNDERSTANDING WITH IBEW.

General Manager Travis Schmidt provided background on the Memorandum of Understanding between the Commission and employee that were formerly represented by the American Federation of State, County, and Municipal Employees Council 65, be included in the International Brotherhood of Electrical Workers Labor Agreement for 2025 through 2027.

Commissioner Borgen made a motion to approve the Memorandum of Understanding Between the Moorhead Public Service Commission and the International Brotherhood of Electrical Workers, Local No. 1426, contingent upon final legal approval. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

20. APPROVE SPONSORSHIP REQUEST FROM MOORHEAD PARKS AND RECREATION FOR FAMILY SWIM NIGHT AT THE MOORHEAD MUNICIPAL POOL.

General Manager Travis Schmidt provided information on the sponsorship request from Moorhead Parks and Recreation for Family Swim Night at the Moorhead Municipal Pool in August 2026. Schmidt responded to questions of the Commission.

Commissioner Ness made a motion to approve the sponsorship request from Moorhead Parks and Recreation for Family Swim Night at the Moorhead Municipal Pool. Commissioner Leiseth seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

21. CLOSE MEETING FOR EXECUTIVE SESSION.

Chairperson Paulsen stated that the meeting will be closed for executive session as authorized by Minnesota Statutes, Section 13D.05, Subdivision 3(c), to discuss a possible property transaction involving Parcel No. 58.199.0150 in Moorhead, Minnesota.

Commissioner Leiseth made a motion to close the meeting for executive session and adjourn upon conclusion. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

THE MEETING WAS CLOSED FOR EXECUTIVE SESSION AT 4:59 PM.

PRESENT IN CLOSED SESSION WERE: COMMISSIONERS PAUL BAKER, LISA BORGAN, MATT LEISETH, JASON NESS, AND JOEL PAULSEN; GENERAL MANAGER TRAVIS SCHMIDT; STAFF MEMBER MARK MOILANEN; AND MPS ATTORNEY JOHN BOULGER.

[No action was taken in closed session; therefore, a motion was not presented in closed session.]

22. UPCOMING MEETINGS.


Upcoming meetings of the Moorhead Public Service Commission are scheduled for December 2, 2025 (if needed), and December 16, 2025.

23. ADJOURN.

The meeting adjourned at 5:54 PM.


The minutes herein are approved on this 16th day of December, 2025.

APPROVED BY:



Joel Paulsen
Chairpersonⁱ

ATTEST:



Lisa Borgen
Secretaryⁱ

ⁱ Pursuant to the Bylaws of the Moorhead Public Service Commission adopted January 18, 2022, Article 3, Section 11, states, "The Chairperson and Secretary shall sign, execute, and acknowledge all instruments authorized by the Commission or as are incident to the office. If either the Chairperson or Secretary is unavailable to execute an instrument, the Vice Chairperson may execute the instrument in place of the unavailable officer. Execution of instruments by two officers is required."