



## MOORHEAD PUBLIC SERVICE COMMISSION

### MEETING AGENDA

**Tuesday, January 20, 2026 - 4:30 PM**

**Hjemkomst Center  
202 First Avenue North, Moorhead  
\*\*Auditorium\*\***

Commissioners:

Joel Paulsen, Chairperson  
Paul Baker, Vice Chairperson  
Lisa Borgen, Secretary  
Matt Leiseth  
Steve Lindaas  
Jason Ness

Travis L. Schmidt, General Manager

The Moorhead Public Service Commission welcomes and encourages customer input on issues listed on the agenda or of general water/electric utility interest—time and Commission permitting. Speakers are limited to 3-minute presentations. Customers wishing to address the Commission regarding a specific agenda item will be afforded an opportunity during the discussion of that item. Customers wishing to speak on matters not listed on the agenda will be given the opportunity to do so under the heading “Customers to Be Heard/Recognitions.” Each person requesting the opportunity to speak is asked to fill out a *Request to Speak Form* (located on the table in the back of the room) and present it to the Administrative Assistant in attendance at the meeting. Any follow-up or feedback will be done by e-mail on anything that cannot be resolved this evening.

**1. Call to Order**

**2. Approve Agenda**

**3. Approve Consent Agenda**

All agenda items listed with an asterisk (\*) are on the consent agenda and are considered routine or non-controversial. These items may be enacted by the Commission in one motion, which is a motion to approve the consent agenda. No discussion is expected for the items on the consent agenda; however, prior to approving the consent agenda, the Commission may request specific items be removed from the consent agenda for discussion and separate action.

**\*4. Approve Minutes of December 16, 2025**

**\*5. Approve Bills for Payment**

**6. Customers to Be Heard/Recognitions**

**7. Old Business**

8. **Reports**
  - a. **City Council**
  - b. **Public Service Commission**
  - c. **General Manager's Report**
  - d. **Accept Report on 2025 Lead and Copper Results and Lead Service Line Inventory Project**
- \*9. **Approve Underground Easement Agreement Template**
- \*10. **Approve Task Order No. 13 with Apex Engineering Group for Engineering and Funding Administration Services for MPS' 2026 Lead Service Line Replacement Project**
11. **Award Bid for 2026 Water Distribution Pipe and Fittings**
- \*12. **Approve Professional Services Agreement with Rale Consulting LLC for Grant Research**
13. **Approve Sponsorship Request from Moorhead Legacy Education Foundation for Moorhead Public Service Scholarships**
14. **Approve Sponsorship Request from National Alliance on Mental Illness Moorhead for Mental Health Day in the Park**
15. **Close Meeting for Executive Session (if needed)**
16. **Upcoming Meetings**
  - a. **Public Service Commission Meetings**  
**February 3, 2026 (if needed)**  
**February 17, 2026**
  - b. **Meeting Opportunities for Commissioners<sup>(A)</sup>**
    - **APPA's 2025 Legislative Rally**  
February 23-25, 2026, Washington, DC
    - **MRWA Annual Water & Wastewater Technical Conference**  
March 3-5, 2026, St. Cloud, MN
    - **MMUA's 2026 Legislative Conference**  
March 24-26, 2026, St. Paul, MN
17. **Adjourn**

**How to obtain Public Service Commission agendas:**

View on the Internet. Any attachments that are not available online may be viewed at the offices of Moorhead Public Service. E-mail subscription: [mps@mpsutility.com](mailto:mps@mpsutility.com)  
Request a copy at MPS' Business Office located at 2901 S. Frontage Road, Suite 2, Moorhead, MN 56560. Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Commission meetings will be provided. To arrange assistance, call Moorhead Public Service at 218.477.8003 (voice) or 711 (TDD/TTY).\*\*Moorhead Public Service Commission meetings are broadcast live on Channel 12-Moorhead Community Access Television in Moorhead and digital Channels 67 and 68 for the metro area.\*\*

\*\*Some members of the Moorhead Public Service Commission may be attending today's meeting via interactive technology.\*\*

<sup>(A)</sup> APPA = American Public Power Association - [www.publicpower.org](http://www.publicpower.org)  
MMUA = Minnesota Municipal Utilities Association - [www.mmua.org](http://www.mmua.org)  
MRES = Missouri River Energy Services - [www.mrenergy.com](http://www.mrenergy.com)  
AWWA = American Water Works Association - [www.awwa.org](http://www.awwa.org)  
MN AWWA = American Water Works Association-Minnesota Section - [www.mnawwa.org](http://www.mnawwa.org)  
MRWA = Minnesota Rural Water Association - [www.mrwa.com](http://www.mrwa.com)

**Minutes of the Moorhead Public Service Commission**  
**Hjemkomst Center, Auditorium**  
**Tuesday, December 16, 2025 – 4:30 PM**

**MEMBERS PRESENT:** Lisa Borgen, Matthew Leiseth, Steve Lindaas, Jason Ness, and Joel Paulsen

**MEMBERS ABSENT:** Paul Baker

**OTHERS PRESENT:** General Manager Travis Schmidt; Staff Members Taylor Holte, Jake Long, Mark Moilanen, Susan Orth, Marc Pritchard, and James Sumba; MPS Attorney John Boulger; Amy Collins, Missouri River Energy Services; Anthony Nelson, Clay County Soil and Water Conservation District; 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: Borgen, Leiseth, Lindaas, Ness, and Paulsen.

**2. APPROVE AGENDA.**

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

**3. APPROVE CONSENT AGENDA.**

*Commissioner Lindaas made a motion to approve the consent agenda. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, 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 NOVEMBER 18, 2025.**

*Commissioner Lindaas made a motion to approve the minutes of November 18, 2025. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

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

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

- \*6. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR FURNISHING 115 KV IPO BREAKERS AT MPS' SOUTHEAST AND NORTHEAST SUBSTATIONS.**

*Commissioner Lindaas made a motion to approve the specifications and authorize advertisement for bids for Furnishing two 115 kV Independent Pole Operation Breakers at Moorhead Public Service's Northeast and Southeast Substations, contingent upon final legal approval. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

- \*7. APPROVE AGREEMENT NO. 2 WITH ASN CONSTRUCTORS FOR THE RELOCATION OF MPS' 115 KV TRANSMISSION LINE AT THE STORM WATER DIVERSION CHANNEL IN WEST FARGO.**

*Commissioner Lindaas made a motion to approve Agreement No. 2 with ASN Constructors for the relocation of Moorhead Public Service's 115 kV transmission line at the Storm Water Diversion Channel in West Fargo, contingent upon final legal approval by MPS Attorney John Boulger. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

- \*8. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2026 WATER DISTRIBUTION PIPE AND FITTINGS.**

*Commissioner Lindaas made a motion to approve the specifications and authorize advertisements for bids for 2026 Water Distribution Pipe and Fittings. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

- \*9. APPROVE 2026 PAYROLL VENDORS.**

*Commissioner Lindaas made a motion to approve the 2026 payroll vendors. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

- \*10. APPROVE 2026 DELEGATES.**

*Commissioner Lindaas made a motion to approve 2026 delegates and alternates. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

- \*11. APPROVE 2026 MEMBERSHIPS.**

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

**12. CUSTOMERS TO BE HEARD/RECOGNITIONS.**

There were no customers to be heard.

General Manager Travis Schmidt recognized Moorhead Public Service (MPS) Water Division Equipment Operator Greg Gilbertson for reaching his 15-year milestone.

**13. OLD BUSINESS.**

There was no old business to discuss.

**14. REPORTS.**

**City Council.**

Commissioner Borgen stated that the Moorhead City Council approved the City of Moorhead's 2026 budget on December 8, 2025.

**Public Service Commission.**

Commissioner Leiseth provided information regarding Mid-West Electric Consumers Association's Annual Meeting, which he and General Manager Travis Schmidt attended on December 9-11, 2025, in Denver, Colorado. Leiseth highly recommended that other Commissioners attend this annual meeting, if available.

**General Manager's Report.**

General Manager Travis Schmidt provided an introduction of the General Manager's Report, which included updates on 2025 American Water Infrastructure Act (AWIA) Compliance, a thank you note from Red River Water Festival for MPS' sponsorship, and MPS employees participated in a food drive for the Dorothy Day Food Pantry, Xcel Energy's Holiday Lights Parade, and bell ringing for The Salvation Army.

Water Plant Manager Marc Pritchard provided additional information on the 2025 AWIA Compliance. Pritchard responded to questions of the Commission.

**Accept Report on Cogeneration and Small Power Production Tariff Report for 2026 and Update on Distributed Generation Workbook.**

Project Engineer Taylor Holte provided an overview of the report for any Moorhead customers interested in installing solar panels on their homes.

*Commissioner Borgen made a motion to accept the report on the Cogeneration and Small Power Production Tariff Report for 2026, update on the Distribution Generation Workbook, and authorize the General Manager to approve and execute the Distributed Generation Interconnection Agreements for 2026. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

**15. APPROVE 2026 STRATEGIC DIRECTION MATRIX AND REVIEW SECTION 1.4 ON THE MISSION STATEMENT OF MPS' PERSONNEL POLICY MANUAL.**

General Manager Travis Schmidt provided a brief overview of the 2025-2027 Strategic Plan. Amy Collins, Missouri River Energy Services' Member Programs Coordinator, provided a detailed overview of the strategic planning process, which included participation and input from the Commission and all MPS staff during meetings held on October 28-30, 2025. Chairperson Paulsen thanked MPS staff for participating in the strategic planning process.

*Commissioner Leiseth made a motion to approve the 2026 Strategic Direction Matrix and review Section 1.4 on the Mission Statement of Moorhead Public Service's Personnel Policy Manual. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

**16. PUBLIC INFORMATION MEETING ON PART I OF THE WELLHEAD PROTECTION PLAN.**

Water Plant Manager Marc Pritchard provided background information and a presentation on MPS' Wellhead Protection Plan. Pritchard responded to questions of the Commission. Discussion was held.

*Commissioner Lindaas made a motion to approve holding a public information meeting regarding Part I of the Wellhead Protection Plan. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

**17. APPROVE AGREEMENT WITH WEST CENTRAL MINNESOTA COMMUNITIES ACTION FOR THE CONSERVATION IMPROVEMENT PROGRAM.**

Project Engineer Taylor Holte provided an overview of MPS' Conservation Improvement Program, explaining how Moorhead residents who qualify for the program receive ENERGY STAR®-rated appliances. Holte responded to questions of the Commission. Discussion was held.

*Commissioner Borgen made a motion to approve the Conservation Improvement Program Agreement between Moorhead Public Service and West Central Minnesota Communities Action. Commissioner Lindaas seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

**18. APPROVE SPONSORSHIP REQUEST FROM SPREAD YOUR SUNSHINE FOR THE JOY PROJECT.**

General Manager Travis Schmidt provided a brief overview of the sponsorship request from Spread Your Sunshine for The Joy Project, which aims to provide Christmas Eve meals and gifts to individuals living in hotels, shelters, and low-income housing, as well as those who have recently transitioned out of homelessness in Moorhead.

*Commissioner Ness made a motion to approve the sponsorship request from Spread Your Sunshine for The Joy Project in the amount of \$2,000. Commissioner Leiseth seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

**19. APPROVE FINAL 2026 BUDGET AND RATES.**

Administration and Finance Manager Mark Moilanen provided information on the proposed 2026 electric and water rate increases. Commissioners commended staff for keeping MPS' electric and water rates affordable for its ratepayers.

*Commissioner Borgen made a motion to approve the 2026 Moorhead Public Service Commission's budgets and rates. The budgets include increases equivalent to an overall 2.0 percent for electric rates and 5.5 percent overall increase in water rates. Commissioner Leiseth seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Borgen, Leiseth, Lindaas, Ness, and Paulsen. Voting No: None.*

**20. CLOSE MEETING FOR EXECUTIVE SESSION.**

The meeting was not closed for executive session.

**21. UPCOMING MEETINGS.**

Upcoming meetings of the Moorhead Public Service Commission are scheduled for January 6, 2026 (if needed), and January 20, 2026.

**22. ADJOURN.**

The meeting adjourned at 5:36 PM.

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*The minutes herein are approved on this 20th day of January, 2026.*

**APPROVED BY:**

**ATTEST:**

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**Joel Paulsen**  
**Chairperson<sup>i</sup>**

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**Lisa Borgen**  
**Secretary<sup>i</sup>**

<sup>i</sup> 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."





### General Manager's Report

1. **News Release from Missouri River Energy Services.**

Attached is a news release from Missouri River Energy Services dated January 15, 2026, that discusses the proposed Fargo-to-Alexandria Second-Circuit Project.

2. **Thank You Note from Fargo Moorhead West Fargo Chamber of Commerce.**

Attached is a thank you note from the Fargo Moorhead West Fargo Chamber of Commerce thanking Moorhead Public Service for its participation and premier sponsorship in the Midwest Energy Summit that was held on November 19, 2025, at the Red River Valley Fairgrounds in West Fargo.

**Division/Response Person:** Travis L. Schmidt, General Manager.



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## NEWS RELEASE

FOR IMMEDIATE RELEASE

Jan. 15, 2026

### **Energy providers to meet growing electricity needs by adding to key Upper Midwest transmission line**

*Second circuit of Fargo to Alexandria project to be added to existing infrastructure along I-94*

SIOUX FALLS, S.D. – A proposed power line expansion along Interstate 94 from North Dakota to central Minnesota will maintain a reliable electric grid by meeting the region’s growing electricity needs and continuing to improve reliability and save energy users’ money by accessing low-cost power.

On Jan. 15, five Upper Midwest energy companies applied to the Minnesota Public Utilities Commission for a Certificate of Need to add a second transmission line circuit to the existing power line that runs primarily along Interstate 94 between Fargo and Alexandria. The line was originally built as part of the CapX2020 project, which was completed in 2015. All new infrastructure, including up to 100 new structures, will be added within the existing project right-of-way, minimizing impacts to landowners.

Project participants include Missouri River Energy Services (MRES), Great River Energy, Minnesota Power, Otter Tail Power Company and Xcel Energy.

“We designed the original transmission line with the future in mind by building infrastructure that could be expanded when our customers and electric cooperative members needed it,” the energy providers said. “We will soon expand this important project without affecting any new landowners, limiting our overall impact while saving money for our customers and electric cooperative members throughout the region.”

The Fargo-to-Alexandria second-circuit project will help enhance electric reliability and improve system resiliency in the Upper Midwest. To support economic growth in the region, energy providers have added new generation sources to serve customers in recent years. High-voltage transmission lines increase capacity to help deliver those resources from where they are generated to where they are used.

#### **Planning for future needs**

The way energy companies generate electricity and provide service to customers and members of municipal utilities and electric cooperatives is changing, and new transmission lines like the Fargo-to-Alexandria project help meet the region’s needs. The project, along with other transmission lines in the region under development, will provide additional system resilience to deliver electricity during the hottest days of summer, coldest days of winter, and throughout extreme weather seen in the Upper Midwest. These projects will integrate new generation resources, strengthen the grid and continue delivering reliable, low-cost electricity.

The PUC review process typically takes about a year and includes opportunities for input from customers, landowners, and other stakeholders. If approved, construction could begin in 2028, with the line expected to be placed in service around 2032. Similar applications will be filed in North Dakota with the Public Service Commission in early 2026.

Learn more about the [Fargo to Alexandria](#) project.

**About Missouri River Energy Services and Western Minnesota Municipal Power Agency (WMMPA)**

MRES has a formal relationship with WMMPA through which WMMPA finances the construction and acquisition of the generation and transmission facilities for MRES members. MRES provides the administrative services to manage WMMPA's portfolios. WMMPA was incorporated on June 16, 1976, as a municipal corporation and political subdivision of Minnesota. WMMPA's membership includes most of the Minnesota members of MRES.

To learn more about MRES, visit [mrenergy.com](http://mrenergy.com).

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*For more information, please contact MRES Vice President & Chief Strategy Officer Alex Abplanalp at 605-338-4042 or [info@mrenergy.com](mailto:info@mrenergy.com).*



**THE CHAMBER**  
FARGO MOORHEAD WEST FARGO

Travis—

Thank you so much for your participation in the midwest Energy Summit. It was lovely to get to work with you and have a better understanding of how MPS plays into the energy sector in our region. Your ability to facilitate a panel of experts in different areas added immense value to the important conversation. Thank you again for your time and Partnership.

Happy Holidays!  
Amanda



### Accept Report on 2025 Lead and Copper Results and Lead Service Line Inventory Project

#### **RECOMMENDATION:**

The General Manager respectfully requests the Commission accept a report on the 2025 regulatory lead and copper sample results and Lead Service Line Inventory Project.

#### **BACKGROUND:**

The U.S. Environmental Protection Agency (EPA) and the Minnesota Department of Health (MDH) regulate lead in drinking water through the Lead and Copper Rule (LCR), which was first published in 1991. Since that time, the LCR has been revised multiple times and requires systems to monitor drinking water at customer taps during a worst-case scenario sampling regime for lead and copper. With the introduction of the Lead and Copper Rule Revisions (LCRR) and the Lead and Copper Rule Improvements (LCRI) in October 2024, more extensive monitoring activities and new chemical additions were implemented at Moorhead Public Service's (MPS') Water Treatment Plant in 2025. These additional activities require MPS to collect 60 samples every six months in accordance with standard monitoring schedules. Under this new sampling schedule, if lead concentrations exceed a lead action level (AL) of 15 parts per billion (ppb) in more than 10 percent of the samples, MPS must take further steps to control corrosion. Similarly, if copper concentrations exceed a copper AL of 1.3 parts per million (ppm) in more than 10 percent of the samples, MPS must take additional action to control corrosion. The updates to the LCRR and LCRI were developed in part in response to high-profile lead exposure incidents, such as the events in Flint, Michigan, and elsewhere.

In the first quarter of 2025, MPS received updated lead and copper sampling guidance from MDH. Over the following months, MPS requested approval from MDH for additional time to update its service line inventory sampling locations so they align with MDH's new sampling tier system. This tier system categorized lead service lines (LSLs) as Tier 1, and required that all sampling activities be conducted at Tier 1 sites, if possible. While developing this new inventory sampling list, MPS staff successfully implemented the use of orthophosphate as an additional corrosion inhibitor to reduce lead exposure from LSLs in the finished water distribution system. During the fourth quarter of 2025, MPS completed its first round of sampling in accordance with MDH's new standard schedule. This revised sampling schedule was largely successful due to the addition of orthophosphate, which is helping to minimize lead residual leaching in service lines and premise plumbing.

As in prior sampling years, MPS continues to meet all LCRR and LCRI requirements. MPS has never violated any iteration of the LCR, thanks to its combined treatment approach of maintaining a higher pH and adding phosphate-based corrosion inhibitors. Notably, MPS has never exceeded the lead AL for more than 10 percent of the sample sites (regulatory threshold). The recent results in Table 1 (see Page 2) show that the lead AL has only been exceeded in five samples (out of 310 samples collected) since 2001. The five samples collected in 2001, 2019, and 2025, which were above the lead AL, did not trigger an LCR violation because the 90th percentile level of samples was less than the lead AL of 15 ppb. MPS continues to maintain compliance with the LCRR and LCRI. For sampling activities conducted from July through December 2025, the 90th percentile lead level was 8.0 ppb—approximately one-half of the lead AL specified by MDH (15 ppb)—while the average copper level was 0.083 ppm, about 1/20 of the copper AL specified by MDH (1.3 ppm). The copper results from 2001 to 2025 are summarized in Table 2 (see Page 2).

**Table 1: Lead Testing Results (2001-2025)**

Sample Year	Lead Sampling Results				
	MCLG (ppb)	AL (ppb)	90% Level	Sample Sites	No. > AL
2001	0	15	9.0 ppb	30	2
2004	0	15	3.0 ppb	30	0
2007	0	15	5.0 ppb	30	0
2010	0	15	5.5 ppb	30	0
2013	0	15	3.9 ppb	30	0
2016	0	15	5.0 ppb	30	0
2019	0	15	8.0 ppb	30	1
2022	0	15	5.0 ppb	30	0
2025 (Jul-Dec)	0	15	8.0 ppb	60	2
			<b>Total</b>	<b>300</b>	<b>5</b>

**Table 2: Copper Testing Results (2001-2025)**

Sample Year	Copper Sampling Results				
	MCLG (ppb)	AL (ppm)	90% Level	Sample Sites	No. > AL
2001	0	1.3	0.071 ppm	30	0
2004	0	1.3	0.09 ppm	30	0
2007	0	1.3	0.07 ppm	30	0
2010	0	1.3	0.08 ppm	30	0
2013	0	1.3	0.11 ppm	30	0
2016	0	1.3	0.067 ppm	30	0
2019	0	1.3	0.069 ppm	30	0
2022	0	1.3	0.058 ppm	30	0
2025 (Jul-Dec)	0	1.3	0.083 ppm	60	0
			<b>Total</b>	<b>300</b>	<b>0</b>

Compliance with the LCR remains a challenge for many utilities across the country. The Flint, Michigan, event has accelerated LSL replacement efforts and strategies nationwide. MPS is currently researching and implementing various methods to remove LSLs from MPS’ distribution system. These efforts include receiving funding assistance through multiple Minnesota Drinking Water Revolving Fund loan applications. To date, MPS has already been reimbursed \$466,630 from these loans for LSL removal activities. MPS’ Water Division staff also follows several widely accepted practices to reduce contaminant levels, including maintaining a higher finished water pH, using corrosion inhibitors such as polyphosphate and the recently added orthophosphate, and replacing LSLs up to the curb stop when discovered during routine watermain replacement projects. These efforts, combined with ongoing sampling beyond what is included in this report, are essential for improving understanding of the distribution system as various provisions of the LCRR and LCRI take effect in 2027.



MPS continues to make progress on its LSL Inventory Project. The goal of the project is to accurately identify the location and total number of LSLs within approximately 13,000 water service lines in Moorhead. Under the new LCR, a complete inventory of LSLs in MPS' distribution system must be submitted annually to MDH. MPS' customers must be notified annually if the service line material type is lead, galvanized, or unknown. To date, MPS has 209 confirmed LSLs, 1,600 unknown service line material types, and 11,685 confirmed non-lead material types. MPS continues to update unknown service line material types during watermain replacement and maintenance projects, AMI meter replacements, and customer requests. In 2026, MPS plans to design and bid its third consecutive Lead Service Line Replacement Project as part of the ongoing effort to replace LSLs from MPS' water distribution system.

The crisis associated with the Flint lead exposure emphasizes the importance of maintaining and protecting the water quality in MPS' distribution system. MPS follows many widely accepted practices, such as flushing programs, maintaining chlorine residuals, and actively mixing water in storage tanks to ensure water quality.

**KEY ISSUES:**

- During the fourth quarter of 2025, MPS completed its first round of sampling in accordance with MDH's new standard schedule. As in prior sampling years, MPS continues to meet all LCRR and LCRI requirements.
- MPS has never violated any iteration of the LCR, thanks to its combined treatment approach of maintaining a higher pH and adding phosphate-based corrosion inhibitors.
- MPS' Water Division staff also follows several widely accepted practices to reduce contaminant levels, including maintaining a higher finished water pH, using corrosion inhibitors such as polyphosphate and the recently added orthophosphate, and replacing LSLs up to the curb stop when discovered during routine watermain replacement projects.

**FINANCIAL CONSIDERATIONS:** None.

Respectfully submitted,

Travis L. Schmidt  
General Manager**Division/Response Person:** Marc Pritchard, Water Plant Manager, and Jake Long, Water Distribution Manager.**Attachments:** None.



### Approve Underground Easement Agreement Template

#### **RECOMMENDATION:**

The General Manager respectfully requests the Commission approve the Underground Easement Agreement template and authorize staff and legal counsel to negotiate monetary compensation in exchange for easements up to \$3.00 per linear foot for 10-foot-wide distribution utility easements, which compensation amounts shall be based on an encumbrance of up to 50 percent and shall be subject to an annual adjustment based on the Consumer Price Index for All Urban Consumers.

#### **BACKGROUND:**

On September 18, 2018, the Commission approved the Easement Agreement template. Since that time, Moorhead Public Service (MPS) staff has been utilizing the Easement Agreement template for water transmission and distribution, electric transmission and distribution, telecommunication utility easements, and underground electric distribution and telecommunication utility easements only when applicable. In early January 2026, Attorney John Boulger reviewed this template and recommended that no changes be made.

Based on discussions among MPS staff, the Underground Easement Agreement template (attached) was created in response to customer concerns regarding certain language in the 2018 Easement Agreement, specifically regarding other utility infrastructure that is part of the agreement but not part of the easement request. The Underground Easement Agreement template will be used exclusively for underground electric distribution and telecommunication utility easements. Attorney Boulger has reviewed and approved this new easement template.

The purpose of these two easement templates is to provide staff with a standard document for new easements and allow MPS staff and legal counsel to customize easement agreements as needed. MPS staff and legal counsel will not be authorized to commit to financial obligations exceeding the recommended amount of up to \$3.00 per linear foot for 10-foot-wide distribution utility easements without further approval by the Commission.

#### **KEY ISSUES:**

- On September 18, 2018, the Commission approved the Easement Agreement template.
- In early January 2026, Attorney John Boulger reviewed the Easement Agreement template and recommended that no changes be made.
- Based on discussions among MPS staff, the Underground Easement Agreement template was created in response to customer concerns regarding certain language in the 2018 Easement Agreement, specifically regarding other utility infrastructure that is part of the agreement but not part of the easement request.
- The purpose of these two easement templates is to provide staff with a standard document for new easements and allow MPS staff and legal counsel to customize easement agreements as needed.

#### **FINANCIAL CONSIDERATIONS:**

- MPS staff and legal counsel will not be authorized to commit to financial obligations exceeding the recommended amount of up to \$3.00 per linear foot for 10-foot-wide distribution utility easements without further approval by the Commission.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Travis L. Schmidt".

Travis L. Schmidt  
General Manager

**Division/Response Person:** Adam Benhardt, Construction Manager.

**Attachments:**

Underground Easement Agreement Template

## UNDERGROUND EASEMENT AGREEMENT

THIS AGREEMENT is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

Name of Grantor(s)

\_\_\_\_\_  
\_\_\_\_\_

(individually and collectively referred to as “Grantor” whether one or more)

**and**

**Moorhead Public Service**  
a utility of the City of Moorhead  
a municipal corporation  
P. O. Box 779

Moorhead, Minnesota 56561-0779  
(hereinafter “Grantee” or “MPS” whether one or more)

### RECITATIONS:

A. Grantor is the sole owner in fee simple of real property located in the County of Clay and State of Minnesota, described as set forth in Exhibit A attached hereto. This will hereinafter be referred to as the “Subject Property.” Grantor represents that to its knowledge there are no liens, encumbrances, or Easements against the Subject Property except as disclosed in Exhibit B.

B. Grantor has agreed to provide a Permanent Easement and a Construction Easement to MPS, its successors and assigns, for the following purposes:

B.1. For the installation, placement, construction, repair, operation, maintenance, replacement and upgrading of: electrical lines upon and below the surface; cables; wires; controls; sensors; surface and/or above-the-surface equipment; communication lines and devices above, below, and upon the surface; switching equipment; transformers; meters; access points; monitors; inter-duct; location signs; barriers to protect Equipment; and Utility Equipment located above, below, and upon the surface. This will collectively and separately be referred to as the "Equipment."

B.2. For the operation of the Equipment; the distribution of electricity; the operation of communication lines and fibers; and any other utility service provided by MPS and all Equipment and functions related thereto. This will be referred to collectively and separately as the "Utility Services."

B.3. For the installation, placement, construction, repair, operation, maintenance, replacement and upgrading of electrical lines and communication lines and Equipment above, below, and/or upon the surface as needed to carry out the Utility Services.

B.4. For a right of ingress and egress onto the Subject Property for the purpose of surveying, engineering, constructing, operating, maintaining, repairing, improving, upgrading, removing obstacles and replacing of the previously described Equipment, and Utility Services and the providing of the Utility Services.

These purposes will be hereinafter collectively and individually referred to as the "Easement Purposes."

C. Grantor is granting and conveying to Grantee an Easement above, below, upon, and across a portion of the Subject Property identified as the "Easement Area." The description of the Easement Area is attached hereto as Exhibit C.

D. Grantor is granting and conveying to Grantee an Easement under, upon, and across the Easement Area for the Easement Purposes. This grant and conveyance is on a permanent and perpetual basis.

E. This Easement is being provided for good and adequate consideration, which may include, but is not limited to, the providing of Utility Services to the Subject Property by Grantee.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises, and agreements of the parties, the adequacy and sufficiency of which is hereby acknowledged by both parties, it is agreed as follows:

Section 1. **Recitations.** The Recitations set forth above are hereby incorporated into this Agreement.

Section 2. **Grant of Easement.** Grantor does hereby grant and convey to Grantee, its successors and assigns a perpetual, irrevocable Easement above, below and upon the Easement Area for the Easement Purposes.

Section 3. **Obligation to Keep Clear.** Grantor, its successors and assigns will be obligated to keep the Easement Area free and clear from the placement or location of buildings and obstacles of any kind which may interfere with the construction, operation, maintenance, upgrading, and repair of installations made to serve the Easement Purposes. This does not prevent parking of motor vehicles or installing hard surfaces upon the Easement Area, except as it relates to the location of Equipment located upon or above the surface. No water-retention structures or improvements may be constructed in the Easement Area. No water-retention structures may be constructed near the Easement Area which would adversely affect the Equipment or the Easement Purposes. No excavations may occur near the Easement Area if the same may adversely affect the support of any portion of the utility structures and/or Equipment located within the Easement Area.

Section 4. **Obligation to Repair.** In the event damage is done to the surface of the Easement Area or any other portion of the Subject Property in the course of constructing, installing, maintaining, repairing, operating, upgrading, and/or replacing Equipment installed pursuant to fulfilling the Easement Purposes, Grantee or its successors and assigns, at their expense, will be obligated to refill any excavations; level the ground to its level prior to any excavation; and repair any damage to the Subject Property leaving it in substantially as good a condition as it was prior to the commencement of the work. To the extent prohibited items, such as buildings or obstacles are located upon or above the Easement Area, Grantee is not obligated to return those items to the same condition as prior to performing its work. If the Area was grass prior to the work being performed, the Area will be reseeded or sodded, with the election to either reseed or sod being that of Grantee at Grantee's discretion, with the obligation to water and care for the seeded or sodded Area resting with Grantor, its successors or assigns.

Section 5. **Damages to Grantor's Property/Consideration.** In the event of damage caused by Grantee to the Subject Property, including the Easement Area, during the course of construction, maintenance, upgrading, repair, or replacement, Grantee will be obligated to reasonably repair the same or to pay reasonable damages for what Grantee had an obligation to repair but does not repair. Grantee will timely perform repairs dependent upon the weather and time of year or will timely pay damages. Grantee has provided adequate consideration for the obtaining of the Easement. No additional consideration will be paid for this Easement or use of this Easement.

Section 6. **Right of Access.** Included with the grant of the Easement, Owner is granting and conveying to MPS the right of ingress and egress to the Subject Property. This access is for MPS, its successors, assigns, employees, agents, contractors, subcontractors, engineers, inspectors, and insurers. This right of ingress and egress does not restrict the ability of Owner to use and develop all portions of the Subject Property as Owner deems appropriate, as long as the Easement Area is kept clear; use or improvement does not interfere with Easement Purposes as provided herein; ingress and egress is provided to the Subject Property; and all other terms of this Easement Agreement are abided.

Section 7. **Damage to Crop Land.** If the Subject Property is land planted with crops or to be planted with crops during a growing year and the crop is damaged or is prevented from being planted as a result of the actions of Grantee in exercising its rights pursuant to this Agreement, then and in that event, reasonable compensation will be paid by Grantee for the loss or damage based on the then-current fair market rental value for the acres or parts of acres that could not be farmed, or if crops have been planted or crops that were damaged during that growing year.

Section 8. **Obligation Not To Interfere.** Grantor, its successors and assigns, will be obligated to keep the Easement Area free and clear from the placement or location of any buildings or any obstacles of any kind which may interfere with the construction, operation, maintenance, upgrading, repair, and replacement of installations made to serve the Easement Purposes. No structures may be constructed within the Easement Area except that hard surfaces, walking paths and bike paths built in accord with applicable codes and regulations may be constructed within the Easement Area. These restrictions do not prevent the parking of motor vehicles or installing of hard surfaces over the Easement Area. No water retention ponds or excavations (collectively "Retention Ponds") may be constructed within the Easement Area .

Section 9. **Perpetual.** The Easement created hereby is perpetual and irrevocable. To the extent any law or regulation affects the permanent nature of this Easement, this Easement will be deemed to be in effect for the longest time period allowed by law.

Section 10. **Binding on Successors.** The Easement created hereby will be binding upon the parties, their heirs, successors, and assigns.

Section 11. **Easement Runs With the Land.** The terms and covenants of this Easement will run with the Subject Property. It is further provided that the covenants and terms contained in the Agreement shall survive and remain effective regardless of whether any subsequent documents or other instruments hereafter executed convey or mortgage the Subject Property. This Easement Agreement may be terminated only by written document recorded with the Clay County Recorder executed by all those holding an ownership interest in the Subject Property and by MPS or its successor or assigns.



Section 12. **Cumulative Rights**. Every right, power, and remedy provided for in this Agreement shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy provided for in this Agreement or under applicable law. Nothing shall preclude a party hereto from the exercise of all of the rights, powers, and remedies under this agreement or under applicable law.

Section 13. **Quality of Work**. All work performed by Grantee, its agents, successors, and assigns, related to restoration of the Subject Property shall be performed in a good and worker-like manner and shall be done to allow restoration in a reasonable manner.

Section 14. **Execution of Additional Documents**. The parties agree to execute such additional documents as may be necessary to carry out the intent as set forth in this Agreement and to accomplish the Easement Purposes set forth in this Agreement. This may include extensions or renewals of this Agreement as necessary to reflect the permanent and perpetual nature of this Easement.

Dated: \_\_\_\_\_, 20\_\_.

**GRANTOR:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MINNESOTA                    )  
  : ss.  
COUNTY OF CLAY                        )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, to me known to be the \_\_\_\_\_ of \_\_\_\_\_, the entity which is described in and that executed the foregoing instrument, and acknowledged before me that said entity executed the same.

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

Dated: \_\_\_\_\_, 20\_\_.

**GRANTOR:** <Used When Grantor is a  
Person(s)>

<Remove this Grantor section if the Grantor is a  
non-person entity>

<Signature Lines>

\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_ )  
: ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, a Notary Public in and for  
said \_\_\_\_\_ County and \_\_\_\_\_ State, personally appeared \_\_\_\_\_ and  
\_\_\_\_\_, known to me to be <"husband and wife" or "a single person">  
who are described in and that executed the foregoing instrument, and acknowledged before me that  
they executed the same.

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

**GRANTEE:**

**Moorhead Public Service, a utility  
of The City of Moorhead, a municipal  
corporation**

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MINNESOTA            )  
  : ss.  
COUNTY OF CLAY                )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for  
said County and State, personally appeared \_\_\_\_\_ and  
\_\_\_\_\_, to me known to be the \_\_\_\_\_ and  
\_\_\_\_\_, respectively, of Moorhead Public Service, a utility of the City of  
Moorhead, a municipal corporation, the corporation that is described in and that executed the  
foregoing instrument, and acknowledged before me that said corporation executed the same.

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

THIS INSTRUMENT WAS DRAFTED BY:  
John V. Boulger  
Wold Johnson, P.C.  
500 2<sup>nd</sup> Avenue North, Ste. 400  
P.O. Box 1680  
Fargo, ND 58107-1680  
(701) 235-5515

**Exhibit A to Easement Agreement**

**Legal Description of Subject Property of which the Easement area is a part.**

**Exhibit B to Easement Agreement**

**Liens and Encumbrances**

**Exhibit C to Easement Agreement**

**Designated Easement Area**



### **Approve Task Order No. 13 with Apex Engineering Group for Engineering and Funding Administration Services for MPS' 2026 Lead Service Line Replacement Project**

#### **RECOMMENDATION:**

The General Manager respectfully requests the Commission approve Task Order No. 13 with Apex Engineering Group, Inc., in an amount not-to-exceed \$102,056 to complete engineering and funding administration services associated with Moorhead Public Service's 2026 Lead Service Line Replacement Project, contingent upon final legal review by Attorney John Boulger.

#### **BACKGROUND:**

The U.S. Environmental Protection Agency (EPA) and the Minnesota Department of Health (MDH) regulate lead in drinking water through the Lead and Copper Rule (LCR), which was first published in 1991. Since that time, the LCR has been revised multiple times and requires systems to monitor drinking water at customer taps during a worst-case scenario sampling regime for lead and copper. With the introduction of the Lead and Copper Rule Revisions (LCRR) and the Lead and Copper Rule Improvements (LCRI) in October 2024, the EPA announced and issued a final rule requiring drinking water systems to identify and replace all lead service lines (LSLs) nationwide within the next 10 years. Funding for the LSL replacements have become available through a combination of Bipartisan Infrastructure Law and the State of Minnesota's matching funds.

Moorhead Public Service (MPS) has submitted applications to attempt to procure funding for LSL replacements since 2022 through Minnesota's Public Facilities Authority (PFA) Drinking Water Revolving Fund. MPS was approved by the PFA for funding for LSLs replacements in 2024 and 2025. In 2024, MPS completed a pilot project by replacing 10 private portions of LSLs. The pilot project established the foundation for LSL replacement projects from the initial planning stage to the final construction stage. MPS and Apex Engineering Group, Inc. (Apex), developed plans and specifications for MPS' 2024 Lead Service Line Replacement Pilot Project and 2025 Lead Service Line Replacement Project.

Task Order No. 13 will begin the process of developing plans and specifications for MPS' 2026 Lead Service Line Replacement Project (Project). This Project involves replacing 30 LSLs identified in areas where watermain replacement occurred in previous years, in addition to 12 LSLs identified in a planned 2026 watermain replacement project. This Project will include a combination of both public and private portion replacements of the LSL. MPS staff has reviewed inventory data and previous project data to identify which portion of the service line requires replacement. MPS also applied for PFA funding to incorporate an additional project to complete emergency LSL replacements that occur due to broken and leaking service lines throughout the year. This Project will require MPS entering into a loan and/or grant agreement with the PFA, as well as submitting project specifications to MDH and PFA by March 2026. Under the current funding available through the 2026 Intended Use Plan, the agreement with PFA will provide two separate funds for the improvements—one for the private portion and the one for the public portion of the replacement—ultimately resulting in a reimbursable grant covering 100 percent of the project costs. Eligible costs will include construction, project administration, and legal and engineering expenses required to complete this Project.

Included in Task Order No. 13 are additional watermain replacement areas that were not originally included in Task Order No. 12, which was approved by the Commission on October 21, 2025. Since the approval of Task Order No. 12, these additional areas have been identified for inclusion in MPS' 8th Street South Watermain Replacement Project. These areas will require additional survey data collection and the preparation of construction plans to be incorporated into the original project.



On December 18, 2018, the Commission approved a Task Order Agreement for Professional Services between MPS and Apex. Task Order No. 13 (available upon request) with Apex was generated from the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, EJCDC E-505<sub>1</sub>, and was revised by MPS staff and legal counsel to include contractual requirements specific to MPS. This standard form has been utilized and approved by the Commission previously for MPS to enter into agreements for professional services.

**KEY ISSUES:**

- Task Order No. 13 will begin the process of developing plans and specifications for MPS' 2026 Lead Service Line Replacement Project. This Project involves replacing 30 LSLs identified in areas where watermain replacement occurred in previous years, in addition to 12 LSLs identified in a planned 2026 watermain replacement project.

**FINANCIAL CONSIDERATIONS:**

- The total cost of Task Order No. 13 with Apex includes an amount not-to-exceed \$102,056 to complete engineering and funding administration services associated with MPS' 2026 Lead Service Line Replacement Project.
- Under the current funding available through the 2026 Intended Use Plan, the agreement with PFA will provide two separate funds for the improvements—one for the private portion and the one for the public portion of the replacement—ultimately resulting in a reimbursable grant covering 100 percent of the project costs. Eligible costs will include construction, project administration, and legal and engineering expenses required to complete this Project.

Respectfully submitted,



Travis L. Schmidt  
General Manager

**Division/Response Person:** Jake Long, Water Distribution Manager.

**Attachments:** Available upon request.

**Award Bid for 2026 Water Distribution Pipe and Fittings****RECOMMENDATION:**

The General Manager respectfully requests the Commission award the bid for 2026 Water Distribution Pipe and Fittings to Dakota Supply Group in the amount of \$268,307.17.

**BACKGROUND:**

Moorhead Public Service (MPS) is projected to replace approximately 7,200 feet (1.36 miles) of cast iron (CI) watermain in 2026. MPS' water distribution crew will be completing three projects (60 percent of the footage), and the remaining projects (40 percent of the footage) will be contracted out. A significant amount of water distribution pipe and fittings will be needed in order to complete maintenance and repair projects on watermain, services, hydrants, and valves throughout the 2026 construction season.

Bids were opened on January 7, 2026, and MPS received three qualified bids. Staff recommends awarding the bid to Dakota Supply Group in the amount of \$268,307.17, as shown on the attached Bid Tabulation Sheet. Staff estimated the cost to be \$275,000.00 for 2026 Water Distribution Pipe and Fittings.

**KEY ISSUES:**

- Bids were opened on January 7, 2026, and MPS received three qualified bids.
- Staff estimated the cost to be \$275,000.00 for 2026 Water Distribution Pipe and Fittings.

**FINANCIAL CONSIDERATIONS:**

- Staff recommends awarding the bid to Dakota Supply Group in the amount of \$268,307.17.

Respectfully submitted,



Travis L. Schmidt  
General Manager

**Division/Response Person:** Jake Long, Water Distribution Manager.

**Attachments:**

Bid Tabulation Sheet





**Bid Tabulation Sheet for  
2026 Water Distribution Pipe and Fittings**

January 7, 2026, at 2:00 PM  
MPS Dispatch Operations Center, 2nd Floor Conference Room

BIDDER'S NAME	CHECK OR BID BOND	ADDENDUM #1	BID ITEM #1: Water Distribution Pipe and Fittings TOTAL PRICE
Core and Main Supply	Bid Bond	Yes	\$281,347.87
Dakota Supply Group	Bid Bond	Yes	\$268,307.17
Ferguson Waterworks	Bid Bond	Yes	\$276,641.85



### **Approve Professional Services Agreement with Rale Consulting LLC for Grant Research**

#### **RECOMMENDATION:**

The General Manager respectfully requests that the Commission approve the Professional Services Agreement with Rale Consulting LLC in an amount not to exceed \$20,000 to identify and research grant opportunities for potential use by Moorhead Public Service, and authorize the General Manager, or his designee, to execute any documents related to these grant opportunities, contingent upon final legal approval by Attorney John Boulger.

#### **BACKGROUND:**

Moorhead Public Service (MPS) has secured state and federal grant funding to support operations within its Water and Electric Divisions. In today's funding environment, MPS recognized the strategic value of expanding its utility services by pursuing additional grant opportunities to help offset project costs, especially for its Water Division. The primary challenge facing MPS staff is the ongoing research required to identify grants that are worth pursuing. To streamline this process, MPS staff engaged Rale Consulting LLC (Rale) to discuss a scope of services focused on identifying project-specific grant opportunities relevant to MPS' projects. Once suitable grants are identified, Rale would prepare a summary sheet identifying application action items, including deadlines, narrative requirements, potential cost-share requirements, and other grant-specific details.

Rale proposed grant opportunity identification and research services in an amount not to exceed \$6,169, and MPS staff recommended a total project cost of not more than \$20,000. This total includes \$6,169 for completing the targeted grant identification and action item summary sheets, plus up to \$13,831 for grant pursuit activities, if approved by MPS staff. Any pursuit costs will be billed at an hourly rate and will not exceed the remaining balance of the Professional Services Agreement (attached), subject to Commission approval. Fees for grant writing and application services will vary based on the complexity of the grant application, MPS' level of preparedness, responsiveness to information requests, and the availability of previous grant materials.

#### **KEY ISSUES:**

- In today's funding environment, MPS recognized the strategic value of expanding its utility services by pursuing additional grant opportunities to help offset project costs, especially for its Water Division.
- To streamline this process, MPS staff engaged Rale to discuss a scope of services focused on identifying project-specific grant opportunities relevant to MPS' projects.

#### **FINANCIAL CONSIDERATIONS:**

- Rale proposed grant opportunity identification and research services in an amount not to exceed \$6,169, and MPS staff recommended a total project cost of not more than \$20,000. This total includes \$6,169 for completing the targeted grant identification and action item summary sheets, plus up to \$13,831 for grant pursuit activities, if approved by MPS staff.
- Any pursuit costs will be billed at an hourly rate and will not exceed the remaining balance of the Professional Services Agreement, subject to Commission approval. Fees for grant writing and application services will vary based on the complexity of the grant application, MPS' level of preparedness, responsiveness to information requests, and the availability of previous grant materials.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Travis L. Schmidt".

Travis L. Schmidt  
General Manager

**Division/Response Person:** Marc Pritchard, Water Plant Manager.

**Attachments:**

Professional Services Agreement with Rale Consulting LLC (PSC Only)

### Approve Sponsorship Request from Moorhead Legacy Education Foundation for Moorhead Public Service Scholarships

#### **RECOMMENDATION:**

The General Manager respectfully requests the Commission approve a sponsorship request from the Moorhead Legacy Education Foundation for Moorhead Public Service scholarships in the amount of \$5,000.

#### **BACKGROUND:**

On November 21, 2023, the Commission approved the Policy on Sponsorships and Marketing (Policy). As stated in the Policy, the General Manager has the authority to review and provide a recommendation to the Commission for approval of a sponsorship request.

In 2025, Moorhead Public Service (MPS) approved a sponsorship request from Moorhead Legacy Education Foundation (MLEF) in the amount of \$2,500 to fund one scholarship. MPS proposes expanding its commitment by offering four scholarships, administered through MLEF, for a total of \$5,000. The proposed scholarships are as follows:

- Two scholarships of \$1,500 each for students planning to attend college to pursue a bachelor's degree.
- Two additional scholarships in the amount of \$1,000 each—"Serving Our Community" and "Essential Worker of Tomorrow"—for students planning to pursue careers in the utility field.

MPS will be invited and recognized at Moorhead High School's annual awards event to be held this spring to celebrate the students to receive a scholarship from MPS. This event will provide community exposure, as well as an opportunity to meet the recipients of the scholarships.

Each year, MPS budgets \$50,000 toward marketing and/or sponsorship requests. In 2025, MPS disbursed \$45,135. To date, MPS has disbursed \$2,550 toward marketing and/or sponsorship requests.

#### **KEY ISSUES:**

- On November 21, 2023, the Commission approved the Policy on Sponsorships and Marketing. As stated in the Policy, the General Manager has the authority to review and provide a recommendation to the Commission for approval of a sponsorship request.
- In 2025, MPS approved a sponsorship request from MLEF in the amount of \$2,500 to fund one scholarship.
- MPS proposes expanding its commitment by offering four scholarships.
- MPS will be invited and recognized at Moorhead High School's annual awards event to be held this spring to celebrate the students to receive a scholarship from MPS.

#### **FINANCIAL CONSIDERATIONS:**

- MPS proposes expanding its commitment by offering four scholarships, administered through MLEF, for a total of \$5,000.



Respectfully submitted,

A handwritten signature in black ink, appearing to read "Travis L. Schmidt".

Travis L. Schmidt  
General Manager

**Division/Response Person:** Travis L. Schmidt, General Manager.

**Attachments:**

Moorhead Legacy Education Foundation Letter and Pledge Form

# Sponsorship Submission Form

## Requester Information

**Date:** 1/12/2026

**Name of Organization Requesting Sponsorship Opportunity:** \_\_\_\_\_

Moorhead Legacy Education Foundation

**Name of Sponsorship Event:** Spud Scholarships at Moorhead High School

**Primary Contact Person and Title:** Janelle Leiseth, MLEF Executive Director

**Primary Contact Person Phone Number:** 218-790-5266

**Primary Contact Person E-mail:** moorheadlegacyfoundation@gmail.com

Please answer the following questions related to the above-named sponsorship request:

1. How will the sponsorship benefit the Moorhead community as a whole?

MLEF has been awarding Spud Scholarships to Moorhead students since 1991. The development of cohesive and thriving communities depends on it's citizens to be educated and well trained. We often hear from returning alumni on how their scholarships helped them achieve their dreams.

2. How will the sponsorship directly relate to the functions of Moorhead Public Service?

The public will become more aware of how MPS supports the community by furthering education. Sponsors may indicate award qualifiers that introduce certain career interests that could benefit MPS in hiring future employees.

3. Does the sponsorship have, as the primary objective, the benefit of a private interest?

No, MLEF is a 501(c)3 with a mission to support our Moorhead School District 152 and its students. This is made possible by support of donors and businesses who sponsor MLEF's programs. Sponsors may choose from a variety of ways to provide a scholarship(s).

## **APPROVE SPONSORSHIP REQUEST:**

\_\_\_\_\_  
General Manager

Date: \_\_\_\_\_



6/24/2025

# MOORHEAD LEGACY

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## EDUCATION FOUNDATION

### Charitable Pledge Form

\_\_\_\_\_  
(Donor Name(s))

of

\_\_\_\_\_  
(Full Address)

hereby pledge and agree to pay Moorhead Legacy Education Foundation the sum of \$\_\_\_\_\_.

**I/We designate my/our pledge for:**

- ☐ Unrestricted/where needed most
- ☐ Spud Scholars Program – general scholarships for postsecondary education
- ☐ Spud Impact Grants – staff grants for classroom initiatives and programs (Academics, Arts, Athletics and Activities) in ISD#152
- ☐ Food For Thought – milk and snacks for elementary school children in ISD#152
- ☐ Named “Pass Thru” Scholarship (*minimum \$500.00*): \$\_\_\_\_\_.00  
Scholarship Name:\_\_\_\_\_
- ☐ Named Endowment Annual Scholarship (*minimum \$10,000.00*): \$\_\_\_\_\_.00  
*Find more info about our endowment on our website, or speak to a board representative for questions.*  
Scholarship Name:\_\_\_\_\_

*(Check one)*

- ☐ I/We agree to make a future contribution in one lump sum for the purpose of satisfying this pledge and further agree that this pledge will be satisfied in full by\_\_\_\_\_ (date).
- ☐ I/We agree to make future contributions in even installments of \$\_\_\_\_\_ per calendar (*Circle: month/quarter/year*) beginning on\_\_\_\_\_ (start date) with the full pledge contribution to be fully paid on or before\_\_\_\_\_ (payment date).

[illegible]

This pledge made on \_\_\_\_\_ (date).

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Organization:** Moorhead Legacy Education Foundation

Moorhead Legacy Education Foundation  
P.O. Box 1006  
Moorhead, MN 56561-1006  
Email: [moorheadlegacyfoundation@gmail.com](mailto:moorheadlegacyfoundation@gmail.com)  
[www.MoorheadLegacy.org](http://www.MoorheadLegacy.org)



### Approve Sponsorship Request from National Alliance on Mental Illness Moorhead for Mental Health Day in the Park

**RECOMMENDATION:**

The General Manager respectfully requests the Commission approve a sponsorship request from National Alliance on Mental Health Moorhead for Mental Health Day in the Park in the amount of \$790.

**BACKGROUND:**

On November 21, 2023, the Commission approved the Policy on Sponsorships and Marketing (Policy). As stated in the Policy, the General Manager has the authority to review and provide a recommendation to the Commission for approval of a sponsorship request.

National Alliance on Mental Illness (NAMI) Moorhead is a non-profit organization that provides support, education, and advocacy for people with mental illness and their families. NAMI promotes community mental health programs and services, changes public attitudes about mental illness, improves access to services, and increases opportunities for recovery.

Moorhead Public Service (MPS) would be recognized as a sponsor for NAMI's Mental Health Day in the Park, and recognition will be provided to MPS in a variety of ways, including:

- MPS will receive pre-event recognition.
- MPS' logo will be displayed at the event.

NAMI is requesting \$790 to sponsor Mental Health Day in the Park, which will be held on April 25, 2026, at Viking Ship Park in Moorhead, and is free of charge to attend. The sponsorship funds will provide a meal for event participants, allowing community members to gather and connect over a picnic in the park.

Each year, MPS budgets \$50,000 toward marketing and/or sponsorship requests. In 2025, MPS disbursed \$45,135. To date, MPS has disbursed \$2,550 toward marketing and/or sponsorship requests.

**KEY ISSUES:**

- On November 21, 2023, the Commission approved the Policy on Sponsorships and Marketing, which gives the General Manager the authority to review and provide a recommendation to the Commission for approval of a sponsorship request.
- NAMI is a non-profit organization that provides support, education, and advocacy for people with mental illness and their families.

**FINANCIAL CONSIDERATIONS:**

- NAMI is requesting \$790 to sponsor Mental Health Day in the Park, which will be held on April 25, 2026, at Viking Ship Park in Moorhead, and is free of charge to attend. The sponsorship funds will provide a meal for event participants, allowing community members to gather and connect over a picnic in the park.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Travis L. Schmidt".

Travis L. Schmidt  
General Manager

**Division/Response Person:** Travis L. Schmidt, General Manager.

**Attachments:**

National Alliance on Mental Illness Moorhead Sponsorship Submission Form  
Mental Health Day in the Park Flyer

# Sponsorship Submission Form

## Requester Information

Date: 01/08/2025

Name: Whitney McClain

Title: Secretary

Phone: (218) 329-0220

E-mail: whitney.jayfeather@gmail.com

Name of Sponsorship: Mental Health Day in the Park

Primary Contact Person: Whitney McClain

Primary Contact Person Phone Number: (218) 329-0220

Primary Contact Person E-mail: whitney.jayfeather@gmail.com

Please answer the following questions related to the above-named sponsorship request:

1. How will the sponsorship benefit the Moorhead community as a whole?

Enhances community education and support: Connects  
community to mental health resources. Brings light to  
mental health crisis in MN.

2. How will the sponsorship directly relate to the functions of Moorhead Public Service?

Connects to shared values of promoting access,  
improving lives and providing community support.

3. Does the sponsorship have, as the primary objective, the benefit of a private interest?

NAMH Moorhead promotes free mental health education  
and resources - this park event is free to attend.

## APPROVE SPONSORSHIP REQUEST:

\_\_\_\_\_  
General Manager

Date: \_\_\_\_\_

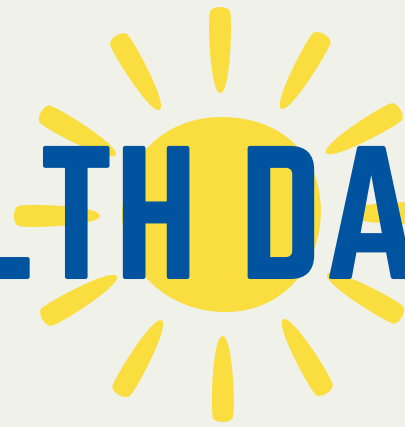


6/24/2024



NAMI MOORHEAD PRESENTS

# MENTAL HEALTH DAY IN THE PARK



JOIN US AS WE CELEBRATE MENTAL WELLNESS IN THE  
FM AREA! EXPERIENCE COMMUNITY, CONNECTION  
AND MEANINGFUL CONVERSATIONS.

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**SATURDAY, 25  
APRIL 2026**

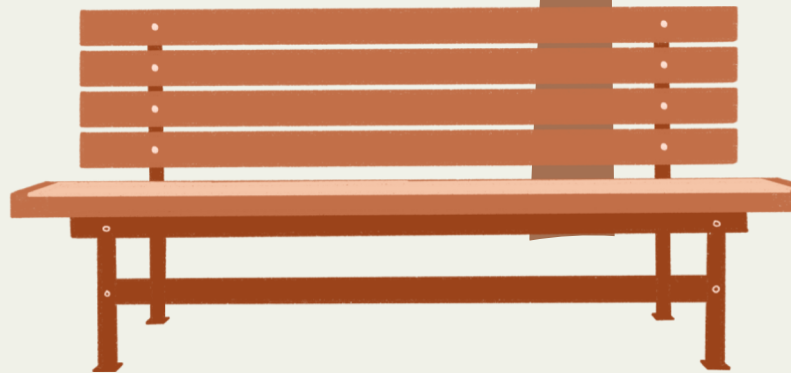
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QR CODE

10AM – 2PM

VIKING SHIP PARK, 202 1ST AVE N  
MOORHEAD, MN 56560

EVENT SCHEDULE



 **STAY UPDATED! FOLLOW US ON FACEBOOK: NAMI MOORHEAD MN**

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