

**Minutes of the Moorhead Public Service Commission**  
**Hjemkomst Center, Auditorium**  
**Tuesday, June 3, 2025 – 4:30 PM**

**MEMBERS PRESENT:** Paul Baker, Lisa Borgen, Matthew Leiseth, Jason Ness (Interactive Technology—Business), and Joel Paulsen

**MEMBERS ABSENT:** Heidi Durand

**OTHERS PRESENT:** General Manager Travis Schmidt; Staff Members Cheryl Glasoe, Taylor Holte, Jake Long, Mark Moilanen, Andrew Nord, and Marc Pritchard; MPS Attorney John Boulger; Assistant City Manager Mike Rietz; JLG Architects' Representatives Rob Remark, Shawn Senescall, and Ty Pritchard

**1. CALL TO ORDER.**

Chairperson Paulsen called the meeting to order at 4:30 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 Leiseth 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 Baker 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 MAY 20, 2025.**

*Commissioner Leiseth made a motion to approve the minutes of May 20, 2025. Commissioner Baker 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 Baker seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.*

**\*6. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR FURNISHING 115KV BREAKERS AT MPS' NORTHEAST SUBSTATION.**

*Commissioner Leiseth made a motion to approve the specifications and authorize advertisement for bids for furnishing 115 kV breakers at Moorhead Public Service's Northeast Substation, contingent upon final legal approval. Commissioner Baker seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.*

**\*7. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR FURNISHING ELECTRIC POWER TRANSFORMERS AT MPS' NORTHEAST SUBSTATION.**

*Commissioner Leiseth made a motion to approve the specifications and authorize advertisement for bids for furnishing electric power transformers at Moorhead Public Service's Northeast Substation, contingent upon final legal approval. Commissioner Baker seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.*

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

There were no customers to be heard.

General Manager Travis Schmidt recognized Moorhead Public Service (MPS) Locator Scott Zajac for reaching his 10-year employment milestone.

**9. OLD BUSINESS.**

Commissioner Ness mentioned that Moorhead City Council Member Nicole Mattson asked if he would follow up on the customer issues regarding the installation of new water meters for MPS' Advanced Metering Infrastructure (AMI) Project. General Manager Travis Schmidt stated that MPS staff will be meeting with the meter installation contractor to work toward a resolution, as well as schedule a meeting with the Commission's Budget Working Group, if needed.

**10. REPORTS.**

**City Council.**

Commissioner Borgen mentioned the City Hall Renovation Project.

**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 the recent legislative newsletter from Missouri River Energy Services. Water Plant Manager Marc Pritchard provided an update on the Clay County Board of Commissioners' meeting that was held on June 3, 2025, regarding updates to the Clay County Land Development Code, as well as MPS' Wellhead Protection Plan. Pritchard responded to questions of the Commission.

**11. DISCUSS THE MOORHEAD CITY HALL RENOVATION PROJECT.**

General Manager Travis Schmidt provided an introduction to the discussion of the Moorhead City Hall Renovation Project. JLG Architects' representatives Rob Remark and Shawn Senescall provided a PowerPoint presentation on the background and future plans for Moorhead City Hall. Assistant City Manager Mike Reitz added that the number of meeting spaces in the design plan is intended for additional growth, if needed. Remark, Senescall, and Reitz responded to questions of the Commission. Discussion was held.

Chairperson Paulsen recommended that the Commission's Budget Working Group meet to discuss the future impacts that this renovation project will have on MPS' ratepayers, as well as on MPS' capital projects.

**12. CLOSE MEETING FOR EXECUTIVE SESSION.**

The meeting was not closed for Executive Session.

**13. UPCOMING MEETINGS.**

Upcoming meetings of the Moorhead Public Service Commission are scheduled for June 17, 2025, and July 1, 2025 (if needed).

**14. ADJOURN.**

The meeting adjourned at 5:44 PM.

.....

*The minutes herein are approved on this 17th day of June, 2025.*

**APPROVED BY:**

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

**ATTEST:**

  
\_\_\_\_\_  
**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."