



MOORHEAD PUBLIC SERVICE COMMISSION

MEETING AGENDA

Tuesday, July 15, 2025 - 4:30 PM

MPS' Dispatch/Operations Center Conference Room

215 Highway 75 North

Moorhead, MN 56560

Commissioners:

Joel Paulsen, Chairperson
Paul Baker, Vice Chairperson
Lisa Borgen, Secretary
Heidi Durand
Matt Leiseth
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 June 17, 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 MPS' Financing and Bonding Capacity Projections**
- *9. **Approve Revised Exhibits to the Firm Electric Service Contract with WAPA and the Revised Interconnection Contract and Exhibits with WAPA and SPP**
- *10. **Approve License and Indemnification Agreement with Center for Plastic Surgery**
- *11. **Approve Amendment No. 1 to Task Order No. 2025-1 with Sandman Structural Engineers for Construction of MPS' Redundant Network Operations Center**
12. **Award Bid for Construction Phase of Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant**
- *13. **Approve Task Order No. 10 with SEH for Construction Phase Engineering Services for the Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant**
14. **Approve Sponsorship Request from Moorhead Parks and Recreation for Upcoming Special Events**
15. **Approve Sponsorship Request from Clay County Early Childhood Initiative for The Longest Table Moorhead and Dilworth**
16. **Approve Marketing Opportunity with Fargo Moorhead West Fargo Chamber of Commerce for the Midwest Energy Summit**
17. **Close Meeting for Executive Session (if needed)**
18. **Upcoming Meetings**
 - a. **Public Service Commission Meetings**
August 5, 2025 (if needed)
August 26, 2025
 - b. **Meeting Opportunities for Commissioners^(A)**
 - **MMUA Summer Conference**
August 18-20, 2025, Rochester, MN
 - **MN AWWA Annual Conference**
September 16-19, 2025, Duluth, MN
 - **MRES' Municipal Power Leadership Academy**
September 17-18, 2025, Sioux Falls, SD

19. **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
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.**

Commissioner Heidi Durand will be participating in this meeting via interactive television from the address at 3625 22nd Avenue South, Moorhead, MN 56560, which location is open and accessible to the public during the meeting

Chairperson Joel Paulsen will be participating in this meeting via interactive television from the address at 10 East Belcher Road, Foxborough, MA 02035, which location is open and accessible to the public during the meeting

^(A) APPA = American Public Power Association - www.publicpower.org
MMUA = Minnesota Municipal Utilities Association - www.mmua.org
MRES = Missouri River Energy Services - www.mrenergy.com
AWWA = American Water Works Association - www.awwa.org
MN AWWA = American Water Works Association-Minnesota Section - www.mnawwa.org
RRBC = Red River Basin Commission - www.redriverbasincommission.org

Minutes of the Moorhead Public Service Commission
Hjemkomst Center, Auditorium
Tuesday, June 17, 2025 – 4:30 PM

MEMBERS PRESENT: Paul Baker, Lisa Borgen, Matthew Leiseth (Interactive Technology—Personal), and Joel Paulsen

MEMBERS ABSENT: Heidi Durand and Jason Ness

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

1. CALL TO ORDER.

Chairperson Paulsen called the meeting to order at 4:45 PM. A quorum of the following members was present: Baker, Borgen, Leiseth, and Paulsen.

2. APPROVE AGENDA.

Commissioner Borgen made a motion to approve the agenda. Commissioner Baker seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

3. APPROVE CONSENT AGENDA.

Commissioner Baker made a motion to approve the consent agenda. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, 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 JUNE 3, 2025.**

Commissioner Baker made a motion to approve the minutes of June 3, 2025. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

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

Commissioner Baker made a motion to approve the bills for payment. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

***6. APPROVE LICENSE AGREEMENT FOR POLE ATTACHMENTS WITH UBIQUITY MANAGEMENT, LLC.**

Commissioner Baker made a motion to approve the License Agreement with Ubiquity Management, LLC, for pole attachments, contingent upon final legal approval by Attorney John Boulger. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

***7. APPROVE PROFESSIONAL SERVICES FOR LAND ACQUISITION ACTIVITIES.**

Commissioner Baker made a motion to approve professional services to complete an appraisal and associated geotechnical analysis related to the potential acquisition of land within Parcel No. 10.032.1000 in an amount not-to-exceed \$25,000, and authorize the General Manager, or his designee, to execute any documents related to these land acquisition activities. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, 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) Equipment Operator Shane Werre for reaching his 10-year employment milestone.

9. OLD BUSINESS.

There was no old business to discuss.

10. REPORTS.

City Council.

Commissioner Borgen stated that on June 17, 2025, the Moorhead City Council held a workshop where a presentation on wastewater was given which could potentially lead to increased wastewater rates.

Public Service Commission.

Chairperson Paulsen noted that the customer issue related to the Advanced Metering Infrastructure (AMI) project has been resolved through MPS' contractor. General Manager Travis Schmidt added that, as a precaution, MPS and its contractor will improve communication in future correspondence.

General Manager's Report.

General Manager Travis Schmidt provided an introduction to the General Manager's Report, which included the Governmental Accounting Standards Board (GASB) 75 Actuarial Report, distribution of MPS' 2024 Consumer Confidence Report (CCR), MPS employees' participation in Public Power Day of Giving on June 6, 2025, and the recent legislative newsletter from Missouri River Energy Services.

Finance Division Manager Mark Moilanen provided an update on the GASB 75 Actuarial Report that will be used to update accruals on MPS' 2025 financial statements.

Water Plant Manager Marc Pritchard provided more specific details regarding the CCR. Pritchard responded to questions of the Commission.

Accept 2024 Annual Reliability Performance Report.

Project Engineer Taylor Holte provided an overview of MPS' 2024 Annual Reliability Performance Report. Holte noted that MPS met all three of the reliability indices set by the Commission for 2024. MPS' overall system reliability was 99.9983 percent in 2024. Discussion was held.

Commissioner Baker made a motion to accept Moorhead Public Service's 2024 Annual Reliability Performance Report. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

Accept 2024 Annual Management Report for Moorhead Public Service.

General Manager Travis Schmidt presented a PowerPoint slide show on MPS' 2024 Annual Management Report. Schmidt responded to questions of the Commission.

Commissioner Baker made a motion to accept the 2024 Annual Management Report for Moorhead Public Service. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

11. AWARD BID FOR CONSTRUCTION OF MPS' REDUNDANT NETWORK OPERATIONS CENTER.

Construction Manager Adam Benhardt provided details regarding the bids that MPS received for the construction of MPS' Network Operations Center that will be located at the Oakport Water Tower site. Benhardt noted that a change order and an amendment to Task Order No. 2025-1 will be presented to the Commission for items that were overlooked during the engineering phase.

Commissioner Baker made a motion to award the bid for the construction of Moorhead Public Service's redundant Network Operations Center to Border Construction, LLC, for \$448,000 for the base bid and \$15,000 for Alternate No. 1, for a total bid price of \$463,000, as shown on the Bid Tabulation Sheet attached hereto and made a part of these minutes. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

12. AWARD BID FOR 2025 LEAD SERVICE LINE REPLACEMENT PROJECT.

Water Distribution Manager Jake Long provided information on MPS' Lead Service Line Replacement Project. Long stated that the project is 100 percent reimbursable through the Minnesota Public Facilities Authority after MPS has dispersed the funds.

Commissioner Borgen made a motion to award the bid for the 2025 Lead Service Line Replacement Project to Randall's Excavating, Inc., in the amount of \$371,475, as shown on the Bid Tabulation Sheet attached hereto and made a part of these minutes, and authorize the General Manager to execute the Water Service Replacement Agreements with the property owners. Commissioner Baker seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

13. APPROVE SPONSORSHIP REQUEST FROM MOORHEAD AMERICAN LEGION FOR VETERANS HONOR FLIGHT OF ND/MN SUMMER BLAST FUNDRAISER.

General Manager Travis Schmidt provided information on the sponsorship request from the Moorhead American Legion for the Veterans Honor Flight of ND/MN Summer Blast Fundraiser event.

Commissioner Borgen made a motion to approve the sponsorship request from the Moorhead American Legion for the Veterans Honor Flight of ND/MN Summer Blast Fundraiser in the amount of \$2,500. Commissioner Baker seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

14. CLOSE MEETING FOR EXECUTIVE SESSION.

The meeting was not closed for executive session.

15. UPCOMING MEETINGS.

Upcoming meetings of the Moorhead Public Service Commission are scheduled for July 1, 2025, (if needed) and July 15, 2025.

16. ADJOURN.

The meeting adjourned at 5:35 PM.

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The minutes herein are approved on this 15th day of July, 2025.

APPROVED BY:

ATTEST:

Joel Paulsen
Chairpersonⁱ

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."



Sandman Structural Engineering
MPS Network Operations Center MBN Project 24-252
Bid Date: April 30, 2025 @ 3:00 pm

Company	Contractor's License	Bid Bond	Addendum	Bid Schedule No. 1	Alternate No. 1	Total Construction Cost
Blue Ridge Builders*				No Bid		
Sever Construction	MN	10%	1-4	\$480,523	\$14,468	\$494,991
Great States Const.	MN	10%	1-4	\$497,000	\$15,000	\$512,000
MBA Development*				No Bid		
Border Const.	MN	10%	1-4	\$448,000	\$15,000	\$463,000
TF Powers *				No Bid		
Gast Construction	MN	10%	1-4	\$459,800	\$15,800	\$475,600
Dietrich Const.	MN	10%	1-4	\$452,400	\$15,263	\$467,663
Roers Const.	MN	10%	1-4	\$541,200	\$16,000	\$557,200

* Bidder did not provide Minnesota Contractor's License



Water | Transportation | Municipal | Facilities

Bid Tabulation

2025 Service Line Replacement | Lead Service Line Replacement

Moorhead Public Service | WT-00-01

City of Moorhead, Minnesota

June 9, 2025 | 10:00 AM | Conference Room at MPS Dispatch Operations Center, Second Floor, located at 215 Highway 75 North Moorhead, MN 56560

Apex Project No. 25.109.0022

Planholder	Bid Bond	Acknowledged Addendum(s)	Total Bid
Dirt Dynamics	10%	N/A	\$638,570.00
Randall's Excavating, Inc.	10%	N/A	\$371,475.00

I certify that these bids were received on 6/9/2025, 10:00 AM, Conference Room at MPS Dispatch Operations Center, Second Floor



Jake Long

Accept Report on MPS' Financing and Bonding Capacity Projections

RECOMMENDATION:

The General Manager respectfully requests the Commission accept a report on Moorhead Public Service's financing and bonding capacity projections.

BACKGROUND:

Moorhead Public Service (MPS) has budgeted bond issuances of \$33 million in 2027 and \$8 million in 2029 to fund replacement and upgrade projects for MPS' Electric Division's aging infrastructure. MPS has also budgeted bond issuances or state loan borrowings of \$4 million in 2027 and \$30 million in 2029 to fund replacement and upgrade projects for MPS' Water Division's aging infrastructure, as well as to secure future water sources.

At Tuesday's meeting, Ms. Christine Hogan, Director with Baker Tilly Municipal Advisors, LLC, will update the Commission on MPS' current financing status, based on projected bonding needs outlined in the 10-year financial forecasts approved by the Commission in December 2024. Ms. Hogan will also discuss potential financing options that would be necessary if a large commercial or industrial customer were to locate in Moorhead and require \$100 million to \$150 million in electric and water infrastructure to support demand beyond current capacity.

A preliminary review by Ms. Hogan in early June 2025, using year-end 2023 financials along with projected rate increases, revenues, operating costs, self-funded capital projects, and bonding through 2027, indicates that the projected increase in debt could shift MPS' Moody's scorecard rating to Aa3—one level below its current Aa2 bond rating. However, depending on future financial performance and updated projections, the rating could remain at Aa2.

KEY ISSUES:

- MPS has budgeted bond issuances of \$33 million in 2027 and \$8 million in 2029 to fund replacement and upgrade projects for MPS' Electric Division's aging infrastructure.
- MPS has budgeted bond issuances or state loan borrowings of \$4 million in 2027 and \$30 million in 2029 to fund replacement and upgrade projects for MPS' Water Division's aging infrastructure, as well as to secure future water sources.
- A preliminary review by Ms. Hogan in early June 2025, using year-end 2023 financials along with projected rate increases, revenues, operating costs, self-funded capital projects, and bonding through 2027, indicates that the projected increase in debt could shift MPS' Moody's scorecard rating to Aa3—one level below its current Aa2 bond rating.
- Ms. Hogan will also discuss potential financing options that would be necessary if a large commercial or industrial customer were to locate in Moorhead and require \$100 million to \$150 million in electric and water infrastructure to support demand beyond current capacity.

FINANCIAL CONSIDERATIONS: None at this time.

Respectfully submitted,



Travis L. Schmidt
General Manager

Approve Revised Exhibits to the Firm Electric Service Contract with WAPA and the Revised Interconnection Contract and Exhibits with WAPA and SPP

RECOMMENDATION:

The General Manager respectfully requests the Commission approve the following:

- (A) Revision 1 to Exhibit B of Firm Electric Service Contract No. 14-UGPR-1008 between Western Area Power Administration and the City of Moorhead;
- (B) Revision 1 to Exhibit C of Firm Electric Service Contract No. 14-UGPR-1008 between Western Area Power Administration and the City of Moorhead;
- (C) Revision to Interconnection Contract No. 14-UGPR-2008.2 between Western Area Power Administration, the City of Moorhead, and Southwest Power Pool, which supersedes Interconnection Contract No. 14-UGPR-2008.1;
- (D) Revision 2 to Exhibit A of Consolidated Facility Arrangements Contract No. 14-UGPR-3008 between Western Area Power Administration and the City of Moorhead;
- (E) Revision 1 to Exhibit A of Interconnection Contract No. 14-UGPR-2008.2 between Western Area Power Administration, the City of Moorhead, and Southwest Power Pool; and
- (F) Revision 1 to Exhibit B of Interconnection Contract No. 14-UGPR-2008.2 between Western Area Power Administration, the City of Moorhead, and Southwest Power Pool.

BACKGROUND:

Western Area Power Administration (WAPA) has proposed revisions to several exhibits of the Firm Electric Service (FES) Contract and the Interconnection Contract.

The FES Contract with WAPA was revised in 2015; however, Exhibit B and Exhibit C of the FES Contract were not updated accordingly. The proposed revisions now bring Exhibit B and Exhibit C (available upon request) into alignment with the 2015 version of the FES Contract. Additional minor changes have also been made to ensure consistency with WAPA's contracts for other customers.

WAPA is also proposing revisions to the Interconnection Contract and its associated exhibits (available upon request) for all interconnected customers. The updates include the addition of digital signature provisions, minor wording and phrasing adjustments, and expanded definitions to align with North American Electric Reliability Corporation Standards.

Revisions to Exhibit A of both the Interconnection Contract and the Consolidated Facility Arrangements Contract (available upon request) relate to Moorhead Public Service's (MPS') Moorhead DOE Substation expansion project, which was completed in 2024. Exhibit B of the Interconnection Contract (available upon request), which lists contact information for WAPA, MPS, and SPP, will be updated to reflect staffing changes due to promotions and employee turnover. Additional minor revisions have also been made to contracts with other WAPA customers.

The revised Interconnection Contract and exhibits have been reviewed and approved by MPS' legal counsel and the City of Moorhead's legal counsel.

KEY ISSUES:

- WAPA has proposed revisions to several exhibits of the FES Contract and the Interconnection Contract.

FINANCIAL CONSIDERATIONS: None.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Travis L. Schmidt", written in a cursive style.

Travis L. Schmidt
General Manager

Division/Response Person: Taylor Holte, Electric Project Engineer.

Attachments: Available upon request.

Approve License and Indemnification Agreement with Center for Plastic Surgery

RECOMMENDATION:

The General Manager respectfully requests the Commission approve the License and Indemnification Agreement with Center for Plastic Surgery to allow for the installation of a sign within Moorhead Public Service's transmission line easement, contingent upon final legal approval.

BACKGROUND:

In May 2025, Center for Plastic Surgery applied to install a monument sign within Moorhead Public Service's (MPS') 115kV transmission line easement at 3180 49th Street South in Fargo, North Dakota. MPS' Easement Agreement states, "signs may be installed within the easement area as long as it meets MPS' clearance requirements and does not interfere with access to the easement area." MPS staff confirmed that the proposed location meets the criteria.

The License and Indemnification Agreement (Agreement) (available upon request) allows Center for Plastic Surgery to place a sign up to 7 feet in height and 8 feet in width at the location described in the Agreement. The Agreement will run with the property and will protect MPS in the event of injury or property damage resulting from the transmission line coming into contact with the sign.

KEY ISSUES:

- The Agreement allows Center for Plastic Surgery to place a sign up to 7 feet in height and 8 feet in width at the location described in the Agreement.
- The Agreement will run with the property and will protect MPS in the event of injury or property damage resulting from the transmission line coming into contact with the sign.

FINANCIAL CONSIDERATION: None.

Respectfully submitted,



Travis L. Schmidt
General Manager

Division/Response Person: Taylor Holte, Project Engineer.

Attachment: Available upon request.

Approve Amendment No. 1 to Task Order No. 2025-1 with Sandman Structural Engineers for Construction of MPS' Redundant Network Operations Center**RECOMMENDATION:**

The General Manager respectfully requests the Commission approve Amendment No. 1 to Task Order No. 2025-1 with Sandman Structural Engineers for the construction of Moorhead Public Service's redundant Network Operations Center in an amount not-to-exceed \$60,000.

BACKGROUND:

In May 2023, Moorhead Public Service (MPS) entered into a Task Order Agreement for Professional Services with Sandman Structural Engineers (SSE).

On December 17, 2024, the Commission approved Task Order No. 2025-1, which was for providing structural design and drawings related to the construction of MPS' redundant NOC. The estimated cost of the structural design was an amount not-to-exceed \$35,000. Amendment No. 1 (available upon request) updates Section 6 of the Task Order Agreement for Professional Services with SSE to include engineering costs related to the final design phase, shop drawings, construction phase, and post-construction phase services. The additional costs are due to unforeseen engineering costs, additional design changes, and permitting related to building in the floodplain. The project generated more interest and questions from contractors and, therefore, more funds were spent during the bidding phase than anticipated. The additional engineering costs are \$25,000, which brings the total engineering cost for Task Order No. 2025-1 to an amount not-to-exceed \$60,000, and is included in MPS' 2025 budget.

On June 17, 2025, the Commission awarded the bid for the construction of MPS' redundant Network Operations Center (NOC) to Border Construction, LLC, in the amount of \$463,000.

KEY ISSUES:

- In May 2023, MPS entered into a Task Order Agreement for Professional Services with SSE.
- On June 17, 2025, the Commission awarded the bid for the construction of MPS' redundant NOC to Border Construction, LLC, in the amount of \$463,000.
- Task Order No. 2025-1 is for providing structural design and drawings related to the construction of MPS' redundant NOC.
- Amendment No. 1 updates Section 6 of the Task Order Agreement for Professional Services with SSE to include engineering costs related to the final design phase, shop drawings, construction phase, and post-construction phase services.

FINANCIAL CONSIDERATIONS:

- The additional engineering costs are \$25,000, which brings the total engineering costs for Task Order No. 2025-1 to an amount not-to-exceed \$60,000.

Respectfully submitted,



Travis L. Schmidt
General Manager

Division/Response Person: Adam Benhardt, Construction Manager.

Attachments: Available upon request.

Award Bid for Construction Phase of Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant

RECOMMENDATION:

The General Manager respectfully requests the Commission award the bid for the construction phase of the Ozone Generator and Equipment Replacement Project at Moorhead Public Service's Water Treatment Plant to CC Steel, LLC, for \$550,000 for the base bid and \$3,000 for Alternate No. 1, for a total bid price of \$553,000.

BACKGROUND:

Moorhead Public Service (MPS) uses ozone as the primary disinfectant in its water treatment process. Ozone is a powerful oxidant that breaks down quickly, leaving minimal by-products in the fully treated drinking water. MPS has utilized ozone since MPS' Water Treatment Plant (WTP) began operations in 1994. The ozone generators and their power supply units, currently in service, are original to MPS' WTP startup.

In February 2024, MPS selected Short Elliott Hendrickson, Inc. (SEH), and HDR Engineering, Inc. (HDR), through a competitive request for proposal process for the engineering design and selection services for MPS' Ozone Generator and Equipment Replacement Project. On May 21, 2024, the Commission approved the direct purchase of ozone generators and support equipment from Veolia Water Technologies, LLC, for \$1,239,970. This pre-purchase strategy was implemented to reduce lead times for acquiring specialized equipment.

With the new equipment in production and the design work completed, careful coordination is now required to align the construction phase with the general contractor and MPS' water treatment needs. To maintain uninterrupted water disinfection during construction, one generator will be replaced at a time, while the other generator remains operational.

Bids for the construction phase and installation of the new ozone generation equipment were opened on July 1, 2025. MPS received two qualified bids. Staff recommends awarding the base bid (\$550,000) and Alternate No. 1 (\$3,000) to CC Steel, LLC (CC Steel), in the amount of \$553,000, as shown on the attached Bid Tabulation Sheet and recommendation letter from SEH. The engineer's estimate for the construction phase of this project is \$661,900. MPS' WTP staff has reviewed CC Steel's past work and observed its performance at nearby water treatment facilities. Based on this, staff is confident in CC Steel's ability to complete this project successfully.

Table 1: Ozone Generator and Equipment Replacement Project Costs

RFP for Engineering Design and Selection Services – SEH	\$171,922
Direct Purchase of Selected Ozone Equipment – Veolia	\$1,239,970
Change Order No. 1 for Modulating Control Valve	\$14,186
Construction Phase – General Contractor*	\$553,000
Construction Phase Engineering Services	\$184,856
Total Project Cost	\$2,163,934
MPS Project Budget	\$2,250,000

*Current phase of project

MPS has been closely monitoring the evolving tariff landscape and its potential impact on the delivery of the equipment and services for this project. After discussions with MPS' operations and finance staff, MPS has developed a plan to reallocate capital from other 2025 projects to cover any tariff-related costs, helping to avoid the use of reserve funds if needed.

KEY ISSUES:

- The bid opening was held on July 1, 2025, and MPS received two qualified bids.
- MPS uses ozone as the primary disinfectant in its water treatment process.
- With the new equipment in production and the design work completed, careful coordination is now required to align the construction phase with the general contractor and MPS' water treatment needs.
- To maintain uninterrupted water disinfection during construction, one generator will be replaced at a time, while the other generator remains operational.

FINANCIAL CONSIDERATIONS:

- The lowest, qualified bidder was CC Steel, with a base bid of \$550,000 and \$3,000 for Alternate No. 1, for a total bid price of \$553,000.
- The engineer's estimate for the construction phase of this project is \$661,900.

Respectfully submitted,



Travis L. Schmidt
General Manager

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

Attachments:

Bid Tabulation Sheet and Recommendation Letter from SEH



Building a Better World
for All of Us®

July 7, 2025

RE: Moorhead Public Service
Ozone Generator and Equipment Replacement
SEH No. MOHPS 177125 14.00
MPS No. WT24-13

Mr. Marc Pritchard
Water Plant Manager
Moorhead Public Service
2901 South Frontage Road, Suite 2, PO Box 779
Moorhead, MN 56561-0779

Dear Mr. Pritchard:

Bids for the above referenced project were received and opened on Tuesday, July 1, 2025, at 1:00 p.m. Two (2) bids were received for the proposed Moorhead Public Service Water Treatment Plant improvements. The bids received were from the contractors listed below:

- CC Steel LLC
- Key Contracting, Inc.

The bids received have been outlined in the table below:

Bidder	Base Bid	Alternate 1	Total Price
CC Steel LLC	\$550,000.00	\$3,000.00	\$553,000.00
Key Contracting, Inc.	\$772,800.00	\$10,000.00	\$782,800.00
<i>Engineer's Estimate</i>	<i>\$651,900.00</i>	<i>\$10,000.00</i>	<i>\$661,900.00</i>

Due to the unique nature of the project, the range of estimated bidding was expected with the variation of the work to be completed.

CC Steel LLC has successfully completed work with Moorhead Public Service in the past and has demonstrated they have the ability to complete this project as specified. The Moorhead Public Service Commission and Moorhead City Council may consider award of this contract pending to CC Steel LLC should they wish to proceed with the proposed work and award to the low bidder.

Please feel free to contact me with any questions.

Sincerely,

Kevin Young, PE
Project Manager
(Lic. MN)

mrh
Enclosure

x:\ko\m\mohps\177125\1-gen\14-corr\2025.07.07 | owner installation recommendation letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



TABULATION OF PROPOSALS

<div>Ozone Generator and Equipment Replacement</div> <div>Moorhead, Minnesota</div> <div>SEH No.: MOHPS 177125</div> <div>Proposal Date: 1:00 p.m, Tuesday, July 1, 2025</div>				Engineer's Estimate		CC Steel LLC		Key Contracting, Inc.	
<div>Shaded area denotes corrected figure</div>				\$661,900.00		\$553,000.00		\$782,800.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Lump Sum Bid Price for Base Bid	LS	1	\$651,900.00	\$651,900.00	\$550,000.00	\$550,000.00	\$772,800.00	\$772,800.00
	Alternate 1 - Overhead Rolling Door Opening Preparation	LS	1	\$10,000.00	\$10,000.00	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00
TOTAL				\$661,900.00		\$553,000.00		\$782,800.00	

Approve Task Order No. 10 with SEH for Construction Phase Engineering Services for the Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant

RECOMMENDATION:

The General Manager respectfully requests the Commission approve Task Order No. 10 with Short Elliott Hendrickson, Inc., in an amount not-to-exceed \$184,856 for professional services related to construction phase engineering services for the Ozone Generator and Equipment Replacement Project at Moorhead Public Service's Water Treatment Plant, contingent upon final legal approval.

BACKGROUND:

Moorhead Public Service (MPS) utilizes ozone as the primary disinfectant in its water treatment process. Ozone is a powerful oxidant that produces minimal by-products in fully treated drinking water. MPS has used ozone since MPS' new Water Treatment Plant (WTP) was commissioned in 1994. The ozone generators and associated power supply units in service date back to the facility's original startup.

In February 2024, MPS staff selected Short Elliott Hendrickson, Inc. (SEH), and HDR Engineering, Inc. (HDR), through a competitive Request for Proposals (RFP) process to provide ozone system selection, design services, procurement of standard specifications, and bidding administration services. The ozone generators and supporting equipment were selected in May 2024, with purchase agreements finalized by October 2024. The remaining design work, plans and specifications, and ancillary items necessary for bidding were completed in May 2025. Bid documents were issued in June 2025 following Commission approval. The bid opening was held on July 1, 2025, and the lowest, qualified bid came in approximately \$110,000 below the engineer's estimate of \$661,900.

With the design, selection, and bidding administration now completed, Task Order No. 10 with SEH (available upon request) will provide construction phase engineering services. These services include oversight for the timed demolition and sequential installation and startup of the new ozone generator system, ensuring compatibility with the existing support equipment. Physical replacement of the equipment is anticipated to occur from the fall of 2025 through the spring of 2026.

Table 1: Ozone Generator and Equipment Replacement Project Costs

RFP for Design Services and Equipment Selection	\$171,922
Direct Purchase of Ozone System – Veolia	\$1,239,970
Change Order No. 1 for Modulating Control Valve	\$14,186
Bids for Construction Phase	\$553,000
Construction Phase Engineering Services*	\$184,856
Total Cost	\$2,163,934
MPS Budget for Ozone Replacement Project	\$2,250,000

*Current phase of project

KEY ISSUES:

- MPS utilizes ozone as the primary disinfectant in its water treatment process. Ozone is a powerful oxidant that produces minimal by-products in fully treated drinking water.
- The ozone generators and associated power supply units in service date back to the facility's original startup.

- In February 2024, MPS staff selected SEH and HDR through a competitive RFP process to provide ozone system selection, design services, procurement of standard specifications, and bidding administration services.
- With the design, selection, and bidding administration now completed, Task Order No. 10 with SEH will provide construction phase engineering services.

FINANCIAL CONSIDERATIONS:

- The total cost of Task Order No. 10 with SEH includes an amount not-to-exceed \$184,856 to complete professional services related to the construction phase of the Ozone Generator and Equipment Replacement Project.

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: Available upon request.

Approve Sponsorship Requests from Moorhead Parks and Recreation for Upcoming Special Events

RECOMMENDATION:

The General Manager respectfully requests the Commission approve sponsorship requests from Moorhead Parks and Recreation for RiverArts, Greater Moorhead Days, and Trunk or Treat in the amount of \$3,850.

BACKGROUND:

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

Moorhead Parks and Recreation offers a wide variety of programming, special events, facilities, and parks within the community. Moorhead Park and Recreation's mission is to enrich the lives of Moorhead residents by providing a comprehensive system of parks and affordable, diverse recreation programs that encourage health, fitness, relaxation, and cultural enrichment, as well as providing opportunities for community involvement. Attached are Moorhead Park and Recreation's Sponsorship Submission Forms and sponsorship opportunities.

Moorhead Public Service (MPS) would like to sponsor the following Moorhead Parks and Recreation events:

- RiverArts 2025 – Stage Sponsor—\$600
 - MPS will receive pre-event recognition.
 - MPS' name and logo will be displayed at the event.
 - MPS will receive a free booth space on the day of the event.
 - MPS' name will be included in marketing materials for the event.
- Greater Moorhead Days – Parade Sponsor—\$2,500
 - MPS will receive priority placement in the parade.
 - MPS will be recognized as a sponsor on print and radio ads.
 - MPS' name and logo will be displayed during the event.
 - MPS' name will be included in marketing materials for the event.
- Halloween – Trunk or Treat—\$750
 - MPS will receive pre-event recognition.
 - MPS' name and logo will be displayed at the event.
 - MPS will receive a free booth space on the day of the event.
 - MPS' name will be included in marketing materials for the event.

MPS has \$50,000 in its 2025 budget for sponsorship and marketing expenditures and, of that amount, \$17,968 has been expensed to date.

KEY ISSUES:

- On November 21, 2023, the Commission approved the amended 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.

- Moorhead Parks and Recreation offers a wide variety of programming, special events, facilities, and parks within the community.
- MPS would be recognized as a sponsor for the events, and recognition would be provided to MPS in various ways.

FINANCIAL CONSIDERATIONS:

- Moorhead Parks and Recreation is requesting sponsorship from MPS for its 2025-2026 Special Events in the amount of \$3,850.
- MPS has \$50,000 in its 2025 budget for sponsorship and marketing expenditures and, of that amount, \$17,968 has been expensed to date.

Respectfully submitted,



Travis L. Schmidt
General Manager

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

Attachments:

Moorhead Parks and Recreation Sponsorship Submission Forms and Sponsorship Opportunities

Sponsorship Submission Form

Requester Information

Date: 07/02/25

Name: Steven French

Title: Recreation Specialist

Phone: 218-299-5446

E-mail: steve.french@moorheadmn.gov

Name of Sponsorship: Greater Moorhead Days

Primary Contact Person: Steven French

Primary Contact Person Phone Number: 218-299-5446

Primary Contact Person E-mail: steve.french@moorheadmn.gov

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

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

The greater moorhead days is a great interactive engagement that allows the community
to see the growth of the City of Moorhead and allows our departments to engage in a long held tradition

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

Continues to keep the good work that MPS does for the community in their minds through
name recognition and any additional recognition requested from MPS

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

No.

APPROVE SPONSORSHIP REQUEST:

General Manager

Date: _____



6/24/2024

Sponsorship Submission Form

Requester Information

Date: 07/02/25

Name: Steven French

Title: Recreation Specialist

Phone: 218-299-5446

E-mail: steve.french@moorheadmn.gov

Name of Sponsorship: Halloween Events (Trunk or Treat, Pumpkin party Pick up)

Primary Contact Person: Steven French

Primary Contact Person Phone Number: 218-299-5446

Primary Contact Person E-mail: steve.french@moorheadmn.gov

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

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

These two events help create safe opportunities for those in the community enjoy halloween

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

The city as a whole organizes these events for our community members who feel more comfortable in controlled

environments. It also serves those with financial challenges where they can pick up pumpkins for decoration

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

No.

APPROVE SPONSORSHIP REQUEST:

General Manager

Date: _____



6/24/2024

Sponsorship Submission Form

Requester Information

Date: 07/02/25

Name: Steven French

Title: Recreation Specialist

Phone: 701-630-9001

E-mail: steve.french@moorheadmn.gov

Name of Sponsorship: RiverArts 2025

Primary Contact Person: Steven French

Primary Contact Person Phone Number: 218-299-5446

Primary Contact Person E-mail: steve.french@moorheadmn.gov

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

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

RiverArts is a free community event, hosted by the City of Moorhead to encourage
belonging, we also bring together art activities, live music and other childrens activities.

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

We will promote the work MPS does during our intermissions and can promote and accomodate
any signage MPS would like presented.

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

No.

APPROVE SPONSORSHIP REQUEST:

General Manager

Date: _____



6/24/2024



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2025-2026 Special Event Sponsorship Agreement

Business Name: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Total Cost: _____

Please return agreement to:

Moorhead Parks & Recreation
Recreation Team 218.299.5446
steve.french@moorheadmn.gov

Sponsorship Opportunities: Please indicate what your business would like to sponsor.

Event descriptions can be found on succeeding pages. Opportunities in **red** are either unavailable or the previous year sponsor has the right to renew.

Frostival		Greater Moorhead Days	
Frozen Fortress Sponsor	\$1500	Parade Sponsor X	\$2500
Snowflake Spectacular Sponsor	\$750	Kids Fest Sponsor	\$2000
Celtic Festival		Gold Medallion Sponsor	\$1000
Event Sponsor	\$1500	Red Medallion Sponsor	\$500
Stage Sponsor (4 available)	\$500	Game Sponsor (5 available)	\$300
Farmers Market		Halloween Events	
Event Sponsor	\$1000	Event Sponsor (2 available) X	\$750
Market Contributor	\$200+	Candy or Paint Sponsor (2 available)	\$300
River Arts		Holiday Events/Sleigh Rides	
Stage Sponsor (5 available) X	\$600	Holiday Kick-Off Event Sponsor	\$750
Game Sponsor (5 available)	\$300	Hot Cocoa Sponsor (2 available)	\$300
Photo Booth Sponsor	\$500	Sleigh Ride Event Sponsor	\$750
Activity Sponsor	\$300		

New community events are currently in the planning process. If you would like to be notified of opportunities for new events via email provided above, please check this box.



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Special Event Sponsorship Opportunities

Frostival: During Fargo-Moorhead's signature winter events series, Frostival, the cities of Fargo, Moorhead and West Fargo program activities and events with the help of the Fargo-Moorhead Convention and Visitors Bureau. January 31st – February 8th, 2024, there will be plenty of opportunities for families to get out and embrace the “cool” of winter!

• **Frozen Fortress Sponsor: \$1,500** – Fun at the Frozen Fortress offers family-friendly activities for kids and adults alike including a scavenger hunt along the river trails, ski/snowshoe rentals, a log cabin sauna, a sledding hill, games, food & adult beverages, and snow sculptures!

- Recognized as sponsor on print and radio ads.
- Included on marketing materials for the event including event signage, social media posts, and Moorhead Parks' website.
- Free booth space on the day of the event.
- Sponsored by signage created and setup during the event.
- Thank you recognition in our semi-annual parks and recreation brochure.
- Opportunity to provide own signage for display event.
- Have banner hung during the event (provided by sponsor).

• **Snowflake Spectacular Sponsor: \$750** – This event offers an evening of family-friendly fun in the snow with a decorated trail walk, smores, food trucks & adult beverages, snow painting, and a snowman building contest!

- All perks listed under Frozen Fortress Sponsorship.

Celtic Festival: Enjoy the intriguing history, arts, and tradition of Brittany, Cornwall, Isle of Man, Galicia, Ireland, Scotland and Wales! Entertainers perform and vendors set up in the Hjemkomst Center for this annual festival. Traditional Celtic food served by Concordia Catering makes this a fun event for all ages.

• **Event Sponsor: \$1,500 - Be the official sponsor of the Celtic Festival**

- Recognized as sponsor on print and radio ads.
- All perks listed under Stage Sponsor below.

• **Stage Sponsor: \$500 - Sponsor one of our main stage performers**

- Have banner hung on stage during the whole event (provided by sponsor).
- Announced as sponsor on stage before performances.
- Included on marketing materials for the event including event signage, social media posts, and Moorhead Parks' website.
- Sponsored by signage created and setup during event.
- Thank you recognition in our semi-annual parks and recreation brochure.



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Farmers Market: Throughout the summer the Moorhead Farmers Market is open for business Tuesdays, 3:30-6:30PM at Viking Ship Park. The Market was created for the benefit of the community, vendors and consumers. The market aims to provide healthy foods to the community, provide an outlet for farmers to sell their product, and to encourage local business development. The Market is open June-October, and we estimate 200 shoppers per week.

• **Market Sponsor: \$1,000.00- be the official sponsor of the Moorhead Farmers Market**

- Have banner hung during the Farmer's Market (provided by sponsor).
- Included on all marketing materials for the event including event signage, social media posts, and Moorhead Parks' website.
- Recognized as a sponsor on print and radio ads.
- Sponsored by signage created and setup during event.
- Thank-you recognition in our semi-annual Parks and Recreation brochure.

• **Market Contributor: \$200-\$999 - be a contributor of the Moorhead Farmers Market**

- Contribute to our goal of Get Fresh. Go Local.
- Included on all marketing materials for the event including event signage, social media posts, and Moorhead Parks' website.
- Recognized as a sponsor on print ads.
- Sponsored by signage created and setup during event.
- Thank-you recognition in our semi-annual Parks and Recreation brochure.

RiverArts: On five Wednesdays in the summer, we organize Moorhead RiverArts. This family-friendly event features carriage rides, kid-friendly art activities, inflatable games, yard games and more! Each night we bring in an entertainment act to perform for the crowd as well. Businesses or organizations set up booths to promote themselves. On average 300-500 people attend each event, depending on weather.

• **Stage Sponsor: \$600 - Be the primary sponsor of one RiverArts event**

- **Five spots available**
- Have banner hung on stage during the event (provided by sponsor).
- Announced as main sponsor on night of the event, with the opportunity to give a brief organization update right before the entertainment.
- Recognized as a sponsor on print and radio ads.
- In addition to all the perks listed under the Game Sponsor below.

• **Photo booth sponsor: \$500 - Sponsor the photo booth we bring for one event**

- Business logo included on photo strip that the photo booth produces.
- In addition to all the perks listed under Game Sponsor below.



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- **Activity Sponsor: \$300 - Sponsor an activity we book for one event**
 - **Three spots available: Petting Zoo, Barrel Car Rides, Dunk Tank**
 - All perks listed under the Inflatable Games Sponsor below.
- **Game Sponsor: \$300 - Sponsor the popular inflatable offerings for one event**
 - **Five spots available**
 - Included on marketing materials for the event including event signage, social media posts, and Moorhead Parks' website.
 - Announced as a sponsor before entertainment.
 - Free booth space at all RiverArts events.
 - Sponsored by signage created and setup during event.
 - Thank-you recognition in our semi-annual Parks and Recreation brochure.

Greater Moorhead Days (GMD): Celebrate our community with Greater Moorhead Days! Join us for 10 days packed full of fun and exciting events for all ages, including the return of the Greater Moorhead Days Parade! Take part in the Medallion Hunt, the ever-popular MIDCO Kids Fest, and other amazing events! For a full list of events, visit moorheadparks.com.

- **Parade Sponsor: \$2,500 - Be the official sponsor of the signature event of GMD**
 - Priority placement in the GMD Parade.
 - Recognized as a sponsor on print and radio ads.
 - Sponsored by signage created and setup during event.
 - In addition to the perks listed under Medallion Sponsor below.
- **Kids Fest Sponsor: \$2,000 - Be the official sponsor of the popular Kids Fest**
 - Recognized as a sponsor on print and radio ads.
 - Sponsored by signage created and setup during event.
 - Announced as main sponsor on night of the event, with the opportunity to give a brief organization update right before the entertainment.
 - Opportunity to provide own signage for display at event.
 - In addition to the perks listed under the Game Sponsor below.
- **Gold Medallion Sponsor: \$1,000 - Sponsor the grand prize medallion in our celebratory scavenger hunt**
 - Recognized as a sponsor on print and radio ads.
 - In addition to the perks listed under Medallion Sponsor below.
- **Medallion Sponsor: \$500 - Sponsor the Red Medallion during our celebratory scavenger hunt**
 - Included on marketing material for the event including event signage, social media posts and Moorhead Parks website.
 - Thank-you recognition in our semi-annual Parks and Recreation brochure.



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• **Game Sponsor: \$300 (5 available) - Sponsor the popular inflatables at Kids Fest**

- **Five spots available**
- Included on all marketing materials for the event including event signage, social media posts, and Moorhead Parks' website.
- Announced as a sponsor before entertainment.
- Free booth space at Kids Fest.
- Thank-you recognition in our semi-annual Parks and Recreation brochure.

Halloween Events: Originally set in the Moorhead Center Mall Parking Ramp, now being held at Southside Regional Park, our Monster Mash Trunk or Treat began in 2021. Each year, we estimate 1,000 kids and 2,500 people total dress as witches, wizards, ghouls and more to enjoy safe trick-or-treating and community connection. Our Pumpkin Party Pick-Up started in 2020 and continues to grow each year. In 2024, we handed out 500 pumpkin gourds and paint kits.

• **Event Sponsor: \$750 - Be the official sponsor of the Monster Mash Trunk or Treat**

- Business logo included on photo strip that the photo booth produces or acknowledged in signage at face-painting station.
- All perks listed under the \$300 sponsorship level below.

• **Candy or Paint Sponsor: \$300 - Be a candy or paint supplier.**

- Included on marketing materials for the event including event signage, social media posts and moorheadparks.com
- Free booth space at the event
- Thank-you recognition in our semi-annual Parks and Recreation brochure



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Holiday Events/Sleigh Rides: We like to get the holiday season started at our Holiday Kick-Off event in early December, with hot cocoa, a light happy hour, an ugly sweater contest, carols and lighting the city tree with the mayor. This event is hosted at the Hjemkomst Center in coordination with the Museum and FMCT. During the holiday season, the community can enjoy a scenic sleigh ride through M.B. Johnson Park. Tickets go on sale December 1 and walk-up spots may be available. All riders receive holiday treats and refreshments. Rides are scheduled for three days near the end of December. We estimate nearly 600 riders/year.

• **Event Sponsor: \$750 - Be the official sponsor of the Holiday Kick-Off**

- Recognized as a sponsor on print and radio ads.
- Included on marketing materials including event signage, social media posts, radio advertisements and moorheadparks.com
- Thank-you recognition in our semi-annual Parks and Recreation brochure

• **Event Sponsor: \$750 - Be the official sponsor of Parks and Recreation's Sleigh Rides**

- Recognized as a sponsor on print and radio ads.
- Included on marketing materials including event signage, social media posts, radio advertisements and moorheadparks.com
- Thank-you recognition in our semi-annual Parks and Recreation brochure

• **Hot Cocoa Sponsor: \$300 – Be a hot cocoa & sweet treat supplier.**

- Recognized as a sponsor on print and radio ads.
- Included on marketing materials including event signage, social media posts, radio advertisements and moorheadparks.com
- Thank-you recognition in our semi-annual Parks and Recreation brochure

Approve Sponsorship Request from Clay County Early Childhood Initiative for The Longest Table Moorhead and Dilworth

RECOMMENDATION:

The General Manager respectfully requests the Commission approve the sponsorship request from Clay County Early Childhood Initiative for The Longest Table Moorhead and Dilworth in an amount to be determined by the Commission.

BACKGROUND:

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

Clay County Early Childhood Initiative's (Clay County) mission for The Longest Table Moorhead and Dilworth (The Longest Table) is to create a safe space where community members can come together to discuss community items they enjoy, want to improve, and explore ways to connect with others in the future. The ideas discussed at The Longest Table are collected and shared with City of Moorhead and Clay County representatives in the hope of inspiring cohesiveness among all represented groups. The Longest Table is a free event and is open to the public. Attached are Clay County's Sponsorship Submission Form and sponsorship opportunities.

Moorhead Public Service (MPS) would be recognized as a sponsor for The Longest Table at a cost between \$1,000 and \$3,500. Recognition for the sponsorship would be provided to MPS in various ways, depending upon the level, including:

- MPS will receive pre-event recognition.
- MPS' name and logo will be displayed during the event.
- MPS' name will be included in marketing materials for the event.

MPS has \$50,000 in its 2025 budget for sponsorship and marketing expenditures and, of that amount, \$17,968 has been expensed to date.

MPS staff recommends approving The Longest Table in an amount to be determined by the Commission.

KEY ISSUES:

- On November 21, 2023, the Commission approved the amended 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.
- The Longest Table is where community members can come together to discuss community items they enjoy, want to improve, and explore ways to connect with others in the future.
- MPS would be recognized as a sponsor for the events, and recognition would be provided to MPS in various ways.

FINANCIAL CONSIDERATIONS:

- MPS has \$50,000 in its 2025 budget for sponsorship and marketing expenditures and, of that amount, \$17,968 has been expensed to date.
- MPS staff recommends approving The Longest Table in an amount to be determined 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: Travis L. Schmidt, General Manager.

Attachments:

Clay County Early Childhood Initiative Sponsorship Submission Form and Sponsorship Opportunities

Sponsorship Submission Form

Requester Information

Date: 6/10/2025

Name: Marisa Bengtson-Loerzel

Title: Advocacy and Community Engagement

Phone: 701-371-0796

E-mail: MarisaBengtson@ArcMinnesota.org

Name of Sponsorship: The Longest Table (Early Childhood Initiative)

Primary Contact Person: Jody Jordet

Primary Contact Person Phone Number: 218-329-7511

Primary Contact Person E-mail: eciclaycounty@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?

It's a free community meal that brings together 300+ people from all walks of life to share food and meaningful conversations about building a stronger, more connected community.

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

The sponsorship will support The Longest Table, a free community meal focused on fostering connection and addressing food insecurity directly aligning with Moorhead Public Service's mission to support the well-being of all residents it serves.

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

No

APPROVE SPONSORSHIP REQUEST:

General Manager

Date: _____



6/24/2024



THE LONGEST TABLE

MOORHEAD AND DILWORTH

2025 Sponsorship Levels

Platinum Sponsor \$3500

- Enjoy exclusive recognition as our premier partner!
- Prominent acknowledgment as the exclusive food sponsor.
- Premium logo placement on all materials.
- Spotlight in press releases and social media.

Gold Sponsors \$1,000

- Large Logo featured on all signs
- Logo/Name Online
- Sponsor Announcement at beginning of Event
- Sponsor listed in press releases
- Logo featured on posters and other print materials

Silver Sponsors \$500

- Logo featured on event day signs
- Logo/Name Online
- Sponsor Announcement at beginning of event

Bronze Sponsors \$250

- Logo featured on event day signs
- Logo Online



<https://wcif.org/fund/cce/> In Additional information/comments section, designate “The Longest Table Sponsorship”

Approve Marketing Opportunity with Fargo Moorhead West Fargo Chamber of Commerce for the Midwest Energy Summit

RECOMMENDATION:

The General Manager respectfully requests the Commission approve the marketing opportunity with the Fargo Moorhead West Fargo Chamber of Commerce for the Midwest Energy Summit in the amount of \$10,000.

BACKGROUND:

On November 21, 2023, the Commission approved the amended Policy on Sponsorships and Marketing (fka Sponsorships) (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, or unilaterally approve a marketing request.

The Midwest Energy Summit (Summit) unites utilities to discuss the challenges and opportunities shaping our energy future, which is the foundation of our community, economy, and daily lives. The Summit explores topics such as the future of renewable energy and fossil fuels, technology advancements, and shifts in public policy that are paving the way for reliable, affordable, and sustainable energy solutions.

The Summit, hosted by the Fargo Moorhead West Fargo Chamber of Commerce, will be held on November 6, 2025, at the Red River Valley Fairgrounds in West Fargo. Recognition will be provided to Moorhead Public Service (MPS) in various ways, including:

- MPS' name and logo will be displayed throughout the event.
- MPS will receive pre-event recognition.
- MPS' name and logo will be included on all marketing materials.
- MPS will receive 10 invitations for the event.

MPS has \$50,000 in its 2025 budget for sponsorship and marketing expenditures and, of that amount, \$17,968 has been expensed to date.

KEY ISSUES:

- On November 21, 2023, the Commission approved the amended 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, or unilaterally approve a marketing request.
- The Summit unites utilities to discuss the challenges and opportunities shaping our energy future, which is the foundation of our community, economy, and daily lives.
- MPS would be recognized as a sponsor for the event, and recognition would be provided to MPS in various ways.

FINANCIAL CONSIDERATIONS:

- MPS has \$50,000 in the 2025 budget for sponsorship and marketing expenditures and, of that amount, \$17,968 has been expensed to date.

Respectfully submitted,

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

Travis L. Schmidt
General Manager

Division/Response Person: Travis Schmidt, General Manager.

Attachments: None.