

## **PUBLIC UTILITIES COMMISSION**

### **REGULAR MEETING**

**October 25, 2023, 1:00 P.M.**

Pursuant to due call and notice thereof, the Regular Meeting of the Public Utilities Commission, City of Princeton, was held at the Mille Lacs County Historical Society Depot Museum in the Amdall Room, 202 10<sup>th</sup> Avenue South, on October 25<sup>th</sup>, 2023, at 1:00 p.m.

#### **1. CALL TO ORDER / ROLL CALL**

Present: Vice-Chair Dan Erickson and Commissioner Jack Edmonds.

Absent: Commissioner Richard Schwartz.

Also Present: Manager Keith Butcher, City Administrator Michele McPherson, Electric Superintendent Jeremy Linden, Water/Power Plant Superintendent Scott Schmit, Office Manager Christina Cunningham, Secretary/Treasurer Kathy Ohman, and City Technical Specialist Manager Ed Yost.

Meeting was called to order by Vice-Chair Erickson at 1:00 p.m.

#### **2. APPROVAL OF THE AGENDA**

Mr. Erickson called for additions or deletions to the agenda. There were none.

There was a discussion on the re-formatting of the agenda. Mr. Edmonds made a motion to approve the agenda of the October 25<sup>th</sup>, 2023 Regular PUC Meeting. Mr. Erickson seconded. Motion carried.

#### **3. PUBLIC COMMENTS:**

General Manager Keith Butcher reported at the Princeton EDA meeting, a member had asked if the PPU Commission would consider having meetings outside normal business hours so members of the community could attend the meetings.

#### **4. CONSENT AGENDA:**

- a. Public Utilities Commission Regular Meeting Minutes – September 27<sup>th</sup>, 2023
- b. Certification of Accounts Payable

General Manager Keith Butcher reported he had received notification from Commissioner Schwartz regarding a correction to the minutes of the September 27<sup>th</sup>, 2023 Regular Public Utilities Commission meeting. The minutes were removed from the Consent Agenda and placed in the Regular Agenda to be discussed. Mr. Erickson made a motion to approve the Consent Agenda of the October 25<sup>th</sup>, 2023 Regular PUC Meeting with the minutes from the September 27<sup>th</sup>, 2023 Public Utilities Commission Meeting removed. Mr. Edmonds seconded. Motion carried.

## 5. REPORTS:

- a. General Manager Report
  - i. Office Manager Report
  - ii. Water/Power Plant Superintendent Report
  - iii. Electric Superintendent Report
- b. City of Princeton Report
- c. Financial Reports – Income Statement, Balance Sheet, Trial Balance, and Cash Reserves
- d. Other Reports – SMMPA and EV Reports

## 6. REGULAR AGENDA

- a. **PUBLIC UTILITIES COMMISSION REGULAR MEETING MINUTES – SEPTEMBER 27<sup>TH</sup>, 2023**  
General Manager Keith Butcher reported he had received notification from Commissioner Richard Schwartz regarding the minutes of the September 27<sup>th</sup>, 2023 PUC Regular Meeting stating the motion approving the agenda of the September 27<sup>th</sup>, 2023 Public Utilities Commission Regular Meeting was carried unanimously. He reported he had not approved the agenda.

Discussion.

Mr. Edmonds made a motion to modify the Public Utilities Commission Regular Meeting Minutes of September 27<sup>th</sup>, 2023 stating that the “motion carried” thereby removing the word unanimously. Mr. Erickson seconded. Motion carried.

- b. **2024 RATE STUDY UPDATE**  
General Manager Keith Butcher presented *Memo 23-33: Rate Study Update*. Three options were presented to the PPU Commission for consideration for a rate increase in 2024. Mr. Butcher would like an updated rate study by completed in 2028.

Discussion.

- c. **2024 FEE AND BUDGET PROPOSAL**  
General Manager Keith Butcher presented *Memo 23-34: Proposed 2024 Fee Schedule and Memo 23-35: Proposed 2024 Budget* for Electric and Water. Also presented were 2024 proposed major projects which includes buildings, fleet, equipment, office, and IT.

Discussion.

City Administrator Michele McPherson, Water/Power Plant Superintendent Scott Schmit, Office Manager Christina Cunningham, and City Technical Specialist Manager Ed Yost left the meeting.

**7. CLOSED SESSION: SERVICE TERRITORY NEGOTIATIONS WITH EAST CENTRAL ENERGY**

Mr. Edmonds made a motion to close the regular meeting of the Public Utilities Commission at 1:50 p.m. for the purpose of discussing service territory negotiations with East Central Energy. Mr. Erickson seconded. Motion carried.

Mr. Edmonds made a motion to re-open the regular session of the Public Utilities Commission at 2:22 p.m. Mr. Erickson seconded. Motion carried.

**8. PROPOSED FUTURE AGENDA ITEMS DISCUSSION**

There were no proposed future agenda items for the November 15<sup>th</sup>, 2023 Regular PUC Commission Meeting.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 2:23 p.m. Mr. Edmonds seconded. Motion carried.



Dan Erickson  
Vice-Chair



Kathy Ohman  
Secretary/Treasurer