

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

JANUARY 22, 2025, 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 10th Avenue South, on January 22, 2025, at 1:00 p.m.

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

1. CALL TO ORDER / ROLL CALL

Commissioners: Jack Edmonds, Nick Nowak and Tom Jackson

Absent: None

PPU Staff: General Manager Keith Butcher, Electric Superintendent Jeremy Linden, Water/Power Plant Superintendent Scott Schmit, Office Manager Christina Cunningham, and Secretary/Treasurer Kathy Ohman

Others: City of Princeton Administrator Michele McPherson and Ed Yost

2. WELCOME COMMISSIONERS TOM JACKSON AND NICK NOWAK

Mr. Edmonds welcomed and swore in Commissioners Tom Jackson and Nick Nowak.

3. APPROVAL OF AGENDA

Mr. Jackson made a motion to approve the agenda of the January 22, 2025 Regular PUC Meeting. Mr. Nowak seconded. Motion carried.

4. ELECTION OF OFFICERS

a. CHAIR

There was a discussion on the chair position. Mr. Nowak made a motion to appoint Commissioner Jack Edmonds as PUC Commission Chair for the year 2025. Mr. Jackson seconded. Motion carried.

b. VICE-CHAIR

There was a discussion on the vice-chair position. Mr. Jackson made a motion to appoint Commissioner Nick Nowak as PUC Commission Vice-Chair for the year 2025. Mr. Edmonds seconded. Motion carried.

5. PUBLIC COMMENTS:

There were no Public Comments.

6. CONSENT AGENDA:

- a. Public Utilities Commission Regular Meeting Minutes – December 18, 2024
- b. Public Utilities Commission Regular Meeting Minutes – Corrected – July 24, 2024
- c. Certification of Accounts Payable
- d. Resolutions and Orders
 - i. Resolution 25-01: Official Depositories
 - ii. Resolution 25-02: Official Newspapers
 - iii. Memo 25-01: 2025 Deposit Interest Rates
 - iv. Memo 25-02: Cogeneration and Solar Power Production Tariff
 - v. Resolution 25-03: Updated Cogeneration and Small Power Production Tariff
 - vi. Resolution 25-04: Change of Signatories on Princeton Public Utilities Financial Accounts
 - vii. Memo 25-03: 2025 Reliability Report
 - viii. Memo 25-04: 2024 Minnesota Pay Equity Report

Mr. Nowak made a motion to approve the Consent Agenda of the January 22, 2025 Regular PUC Meeting. Mr. Jackson seconded. Motion carried.

7. REPORTS:

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

8. REGULAR AGENDA

a. **2024 PRELIMINARY FINANCIALS**

General Manager Keith Butcher presented *Memo 25-05: Fund Balances* on transferring funds in the Electric Department to the City of Princeton for Payment in Lieu of Taxes (PILOT) based on 2024 preliminary year end financials.

Discussion.

Mr. Nowak made a motion to approve a PILOT payment to the City of Princeton in the amount of \$54,266.00. Mr. Jackson seconded. Motion carried.

b. **EMPLOYEE HANDBOOK**

General Manager Keith Butcher presented *Memo 25-06: Employee Handbook* which will remove the ability of staff to donate ESST to each other and also remove bereavement leave all covered under ESST (Earned Sick and Safe Time).

Discussion.

Mr. Jackson made a motion to remove the Donation of ESST in Section 5.4, delete Section 5.5, and re-number accordingly. Mr. Nowak seconded. Motion carried.


c. NORTH WATER TOWER BID SELECTION


General Manager Keith Butcher presented *Memo 25-07: North Water Tower Bid Selection* along with KLM Engineering recommendation letter and the bid tabulation for the 2025 North Water Tower reconditioning project.

Discussion.

Mr. Nowak made a motion to approve the 2025 North Water Tower Reconditioning Project as presented in Memo 25-07. Mr. Jackson seconded. Motion carried.

There being no further business, Mr. Jackson made a motion to adjourn the meeting at 1:35 p.m. Mr. Nowak seconded. Motion carried.


Chair


Secretary/Treasurer