

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

April 23, 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 April 23, 2025, at 1:00 p.m.

Meeting was called to order by 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. APPROVAL OF AGENDA

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

Mr. Jackson made a motion to approve the agenda of the April 23, 2025 Regular PUC Meeting. Mr. Nowak seconded. Motion carried.

3. PUBLIC COMMENTS:

There were no Public Comments.

4. CONSENT AGENDA:

- a. Public Utilities Commission Regular Meeting Minutes – March 26, 2025
- b. Certification of Accounts Payable
- c. Resolutions and Orders
 - i. Memo 25-17: Current Compass Agreement

Mr. Nowak made a motion to approve the Consent Agenda of the April 23, 2025 Regular PUC Meeting. Mr. Jackson seconded. Motion carried.

5. 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
 - i. Corrected February Electric Income Statement
- c. Other Reports
 - i. SMMPA and EV Reports

6. REGULAR AGENDA

a. **LEAD AND COPPER SAMPLING**

Water Superintendent Scott Schmit and Office Manager Christina Cunningham presented *Memo 25-18: Lead and Copper Sampling* for conducting EPA and MDH required in-home sampling for resident's water.

Discussion.

Mr. Nowak made a motion to approve a one-time \$5.00 credit on a customer's water bill upon successful completion of PPU's Lead and Copper Sampling Program. Mr. Jackson seconded. Motion carried.

b. **MUNICIPAL FACILITY SPACE NEEDS ASSESSMENT**

General Manager Keith Butcher presented *Memo 25-19: Municipal Facilities Space Needs Assessment*. In a joint venture, Princeton Public Utilities and the City of Princeton are seeking the professional services of a qualified and experienced consulting team for a Municipal Facility Space Needs Assessment

Discussion.

Mr. Jackson made a motion to approve the joint Municipal Facilities Space Needs RFP with the City of Princeton. Mr. Nowak seconded. Motion carried.

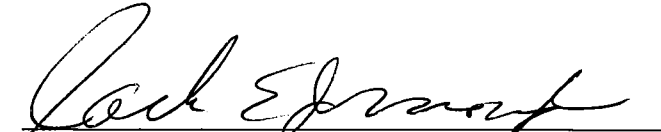
c. **EMPLOYEE HANDBOOK UPDATE**

General Manager Keith Butcher presented *Memo 25-20: Employee Handbook Update* with a list of the proposed changes and recommendations.

Discussion.

Mr. Nowak made a motion to approve the changes and recommendations to the 2025 Employee Handbook. Mr. Jackson seconded. Motion carried.

There being no further business, Mr. Jackson made a motion to adjourn the meeting at 1:19 p.m. Mr. Nowak seconded. Motion carried.


Chair


Secretary/Treasurer