

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

June 25, 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 June 25, 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: Ed Yost and Jason Miller from Smith-Schafer and Associates, Ltd.

2. APPROVAL OF AGENDA

Mr. Edmonds called for additions or deletions to the agenda. General Manager Keith Butcher requested additions to the agenda:

6. Regular Agenda:
 - c. North Water Tower Update

Mr. Nowak made a motion to approve the agenda of the May 28, 2025 Regular PUC Meeting with additions. Mr. Jackson seconded. Motion carried.

3. PUBLIC COMMENTS:

There were no Public Comments.

4. CONSENT AGENDA:

- a. Public Utilities Commission Regular Meeting Minutes – May 28, 2025
- b. Certification of Accounts Payable
- c. Resolutions and Orders:
 - i. Memo 25-24: Sewer Billing Modification MOU
 - ii. Resolution 25-06: Issuance and Sale of \$1,370,000 General Obligation Funds, Series 2025A

Mr. Jackson made a motion to approve the Consent Agenda of the June 25, 2025 Regular PUC Meeting. Mr. Nowak 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
- c. Other Reports
 - i. SMMPA and EV Reports
 - ii. Pay Estimate #14: Phase 1 Electric Distribution Improvements
 - iii. Pay Estimate #4: Phase 1 Electric Meter Cutover

6. REGULAR AGENDA

a. **2024 AUDIT PRESENTATION**

Jason Miller from Smith-Schafer and Associates, Ltd. presented the 2024 audit to the PPU Commission. Following his presentation, questions were answered.

Discussion.

Mr. Nowak made a motion to accept the 2024 PPU Audit as presented by Smith-Schafer and Associates, Ltd. Mr. Jackson seconded. Motion carried.

Jason Miller from Smith-Schafer and Associates, Ltd. left the meeting.

b. **MUNICIPAL FACILITY SPACE NEEDS ASSESSMENT**

General Manager Keith Butcher presented *Memo 25-25: Municipal Facility Space Needs Assessment Selection*. Commissioner Nick Nowak reported on the interview panel's interview process and recommendation on the joint venture of Princeton Public Utilities and City of Princeton for a Municipal Facility Space Needs Assessment. The study will involve working with the City and Utility staff and decision makers to identify needs and develop options to ensure high efficiency work places now and into the future. The recommendation of the Interview Panel is the selection of Leo A. Daly.

Discussion.

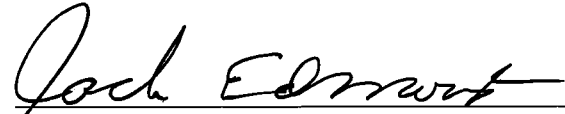
Mr. Nowak made a motion to select Leo A. Daly to conduct a Municipal Space Needs Assessment for Princeton Public Utilities at a cost of \$21,750.00. Mr. Jackson seconded. Motion carried.

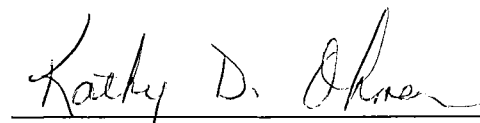
c. **NORTH WATER TOWER UPDATE**

General Manager Keith Butcher presented *Pay Request No. 1 for the Reconditioning of the North Water Tower*. Water/Power Plant Superintendent Scott Schmit updated the PUC Commission in regards to the process on the reconditioning of the North Water Tower. The estimated date of completing the reconditioning and water testing on the North Water Tower and it being in service is July 15th, 2025.

Discussion.

There being no further business, Mr. Jackson made a motion to adjourn the meeting at 1:48 p.m. Mr. Nowak seconded. Motion carried.


Chair


Secretary/Treasurer