

# PUBLIC UTILITIES COMMISSION

## REGULAR MEETING

November 19, 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 10<sup>th</sup> Avenue South, on October 15, 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 Isaac and Julia from Leo A. Daly.

### 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 November 19, 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 – October 15, 2025
- b. Certification of Accounts Payable
- c. Resolutions and Orders
  - i. Resolution 25-08: Phase II – Minor Materials
  - ii. Resolution 25-09: Phase II – Construction
  - iii. Resolution 25-10: Power Transformer – North Substation

Mr. Nowak made a motion to approve the Consent Agenda of the November 19, 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
- c. Other Reports
  - i. SMMPA and EV Reports

## 6. REGULAR AGENDA

### a. **SPACE NEEDS ANALYSIS PRESENTATION**

General Manager Keith Butcher presented *Memo 25-36: Space Needs Report*. Isaac and Julia from Leo A. Daly presented the results of the Utility and Municipal Facility Space Needs Assessment in detail for the PPU Commission.

Discussion.

Isaac and Julia from Leo A. Daly left the meeting following their presentation.

### b. **2026 PROPOSED THIRD STREET PROJECT**

General Manager Keith Butcher presented *Memo 25-37: Third Street Feasibility Report Draft* for infrastructure improvements on Third Street.

Discussion.

### c. **2025-2027 AUDITS**

General Manager Keith Butcher presented *Memo 25-38: Audit Contract Renewal* requesting approval to renew the audit contract with Smith Schafer for three years.

Discussion.

Mr. Nowak made a motion to approve the 2025-2027 Audit Proposal from Smith Schafer. Mr. Jackson seconded. Motion carried.

### d. **ELECTRIC CAP PLAN PHASE II: MAJOR MATERIALS BID SELECTION**

General Manager Keith Butcher presented *Memo 25-39: Electric CAP Plan Phase II: Major Materials Selection* along with Bid Summary and DGR Award Recommendation Letter requesting selection of the winning bid for Phase II – Major Materials.

Discussion.

Mr. Jackson made a motion to adopt DGR's recommendation for Phase II – Major Materials. Mr. Nowak seconded. Motion carried

### e. **2026 BUDGET DISCUSSION**

General Manager Keith Butcher presented *Memo 25-40: 2026 Budget Update* and *Memo 25-41: 2026 Fee Schedule* for Electric and Water.

Discussion.

Mr. Jackson made a motion to approve the 2026 Budget for both Electric and Water. Mr. Nowak seconded. Motion carried.

Mr. Jackson made a motion to approve the 2026 Fee Schedule for both Electric and Water. Mr. Nowak seconded. Motion carried.

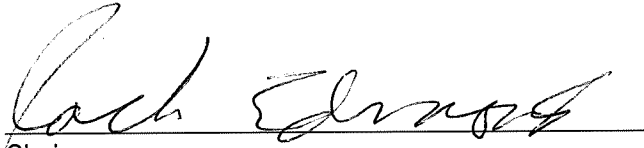
**f. 2026 RATES**

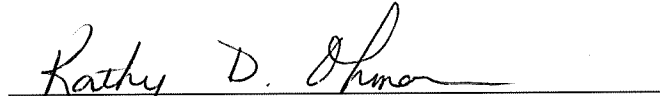
General Manager Keith Butcher presented *Memo 25-42: 2026 Rates*.

Discussion.

Mr. Nowak made a motion to approve the 2026 Rates. Mr. Jackson seconded. Motion carried.

There being no further business, Mr. Nowak made a motion to adjourn the meeting at 2:11 p.m. Mr. Jackson seconded. Motion carried.

  
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Chair

  
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Secretary/Treasurer