

**PUBLIC UTILITIES COMMISSION**

**REGULAR MEETING**

**JANUARY 28, 2026, 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 January 28, 2026, 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 Councilor Nick Taylor and Ed Yost.

**2. APPROVAL OF AGENDA**

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

7. Regular Agenda:
  - a. ii. Northland Engagement Letter

Mr. Nowak made a motion to approve the agenda of the January 28, 2026, Regular PUC Meeting with additions. Mr. Jackson seconded. Motion carried.

**3. 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 2026. 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.

**4. PUBLIC COMMENTS:**

There were no Public Comments.

## 5. CONSENT AGENDA:

- a. Public Utilities Commission Regular Meeting Minutes – December 17, 2025
- b. Certification of Accounts Payable
- c. Resolutions and Orders
  - i. Resolution 26-01: Official Depositories
  - ii. Resolution 26-02: Official Newspapers
  - iii. Memo 26-01: 2026 Deposit Interest Rates
  - iv. Memo 26-02: Cogeneration and Solar Power Production Tariff
  - v. Resolution 26-03: Updated Cogeneration and Small Power Production Tariff
  - vi. Resolution 26-04: 2026 Reliability Report
  - vii. Memo 26-04: Employee Handbook Correction

Mr. Jackson made a motion to approve the Consent Agenda of the January 28, 2026, Regular PUC Meeting. Mr. Nowak seconded. Motion carried.

## 6. 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

## 7. REGULAR AGENDA

### a. **ELECTRIC CAP PLAN (PHASE II)**

General Manager Keith Butcher presented *Memo 26-05: Electric Cap Plan (Phase II) Bid Selections*. Bid opening for Cap Plan Phase II was held on January 14, 2026. Bids received were for minor materials, primary and secondary construction, and the substation transformer. With the purchase of substation transformer, there will be a partial payment required when approved.

Discussion.

Mr. Jackson made a motion to accept DGR's award recommendation. Mr. Nowak seconded. Motion carried.

General Manager Keith Butcher presented an engagement letter between Princeton Public Utilities and Northland Securities. Mr. Nowak made a motion to approve the engagement letter between Princeton Public Utilities and Northland Securities. Mr. Jackson seconded. Motion carried.

**b. 2025 PRELIMINARY FINANCIALS**

General Manager Keith Butcher presented *Memo 26-06: 2025 Fund Balances* on transferring funds in the Electric Department to the City of Princeton for Payment in Lieu of Taxes (PILOT) based on 2025 preliminary year end financials.

Discussion.

Mr. Jackson made a motion to approve a PILOT payment to the City of Princeton in the amount of \$55,148.08. Mr. Nowak seconded. Motion carried.

**c. CASELLE CONVERSION UPDATE**

Office Manager Christina Cunningham updated the PUC Commission on progress with the Caselle billing and financial software conversion.

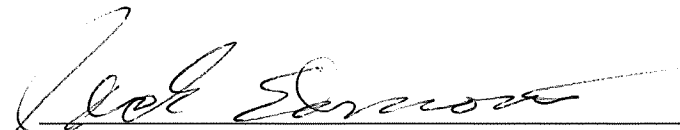
Discussion.

**d. 2026 PUBLIC POWER WEEK PLANNING**

Office Manager Christina Cunningham reported for 2026 Public Power Week General Manager Keith Butcher and Barry Schreiber with the Mille Lacs County Historical Society have acquired a traveling display "Electrify Minnesota" from the State Historical Society that will be present during Public Power Week through the end of 2026. The display will be set up at the Mille Lacs County Historical Society Depot Museum. Plans are beginning for this year's Public Power Week, which is the first full week in October.

Discussion.

There being no further business, Mr. Jackson made a motion to adjourn the meeting at 2:05 p.m. Mr. Nowak seconded. Motion carried.

  
Chair

  
Secretary/Treasurer