
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Consider Appointment Process / Schedule**
DATE: April 11, 2022

Background:

Greg Hanson, PUC Commissioner has submitted his resignation effective June 1, 2022. Staff would like to submit for the Council's consideration the following appointment process.

1. Open an application window from April 15 to April 26 at noon.
2. Receive applications April 28.
3. Review and select interview questions April 28 (a list of possible questions is attached as a starting point; staff would ask that the Council also provide questions).
4. Direct staff to send, on April 29, each applicant the list of interview questions to be returned (answered) by May 3 at noon.
5. Applications and the answered questions to be submitted to Council as the Study Session packet of May 5.
6. Conduct interviews of the applicants during the May 5 Study Session.
7. Appoint a candidate at the May 12 meeting.

Given that staff is suggesting using the May 5 Study Session for candidate interviews; staff would like to reschedule the joint meeting with the PUC to later in the year. It would be good to have the joint meeting when DGR is presenting the results of the rate study (sometime in August or early September), that way all present can hear the same presentation and ask questions.

Request:

Staff requests that the Council discuss the above process and provide further direction to staff.

Potential PUC Candidate Interview Questions

Are you a customer of Princeton Public Utilities (PPU)? The ordinance requires members of the Commission to be customers. Yes No

Do you reside inside the Princeton City limits? Yes No

How long have you been a customer of PPU?

Are you a water, electric or customer of both? Water Electric Both

Are you a commercial/industrial or residential customer?

Commercial/Industrial Residential

PUC meetings occur the 4th Wednesday of the month at 1 pm. Are you available to meet at that time? Yes No

What interests you about serving on the PUC?

What do you know about municipal utilities?

What do know about Princeton Public Utilities?

What are the top two or three issues that you think the PPU should address?

Are you able to maintain confidentiality of information you receive during a commission meeting that is deemed confidential?

Are you able to comply with the requirements of the Minnesota Open Meeting Law? Please refer to MN Statutes 13D.