

Buffalo Public Utilities Commission – Roadmap

(Subject to Change)

Goal: Establish a Public Utilities Commission (PUC) and hold its inaugural meeting in **Winter/Spring of 2026.**

1. Previous Discussion/Progress (April 29, 2024 – August 3, 2025)

- 1st City Council workshop – **April 29, 2024**
 - There was general support; directed staff to research governance models.
 - We began pursuing legislative approval to establish a 5-member PUC.
- 2nd City Council workshop – **April 21, 2025**
 - Staff recommended governance model; support for PUC.
- State of the City Address – **April 29, 2025**
 - Mayor Downer discussed PUC in State of the City Address.
- Legislative changes made; allows for 3-, 5-, or 7-member PUC – **May/June 2025**
- 3rd City Council workshop – **July 21, 2025**
 - City Council received presentation from Elk River and Shakopee City/Utility representatives, asked questions.
 - Directed staff to prepare recommendation for action at next regular City Council meeting.

2. Concept & Council Direction (August 4, 2025)

- Confirm utilities to be overseen (electric, water, sewer) and proposed governance model.
- Discuss timeline.
- **Anticipated Council Action:** Council passes motion directing staff to schedule engagement, prepare necessary Code amendments, agreements, legal documents and policies at **August 4, 2025** regular City Council meeting.

3. Engagement Plan & Ordinance Draft (August 5, 2025 – October 6, 2025)

- Develop project webpage with information; opportunity to comment online by **August 18, 2025**.
- Schedule standalone public input session on **September 15 at 5:30 PM**.
- Draft establishing ordinance for first reading at **October 6, 2025** regular City Council meeting.
 - **Anticipated Council Action:** Council approves first reading; schedules public hearing and second reading.

4. Public Hearing & Ordinance Adoption (October 7, 2025 – November 3, 2025)

- Publish ordinance on webpage and open public comment period on **October 7, 2025**.
- Conduct formal public hearing at **October 20, 2025** regular City Council meeting.
 - Council takes no action; gives direction to staff on amendments to ordinance.
- **Anticipated Council Action:** hold second reading; vote on adoption of ordinance; appoint taskforce at **November 3, 2025** regular City Council meeting.

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5. Bylaws/Policies/Agreements (November 4, 2025 – December 15, 2025)

- Taskforce of Council and staff begin meeting to draft and recommend bylaws/operating policies/agreements.
 - Note – this will be happening concurrently with earlier processes at the staff level.
- **Anticipated Council Action:** Council approves bylaws/operating policies/agreements at **December 15, 2025** regular City Council meeting.

6. Recruitment, Appointment & Orientation (December 16, 2025 – March 1, 2026)

- Advertise applications for three (3) commissioners for 3-, 2-, 1-year staggered terms.
 - Taskforce interviews candidates and recommends appointments in mid to late January.
- **Anticipated Council Action:** Council appoints commissioners at **February 2, 2026** regular City Council meeting.
- Hold orientation on **February 23, 2026**
 - Bylaws, open-meeting law, budget, capital plans, finalize first-meeting agenda, etc.

7. First Official PUC Meeting (March 2, 2026)

- PUC elects officers, discuss work plan, begin regular monthly meetings.