

**NEW PRAGUE UTILITIES COMMISSION  
MEETING MINUTES**

**12/17/07**

The regular meeting of the New Prague Utilities Commission was held on December 17, 2007 at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

PRESENT: Commissioners Chuck Wann, Dan Bishop, Jon Bergquist, Richard Jordan, and Duane Jirik.

OTHERS PRESENT: Public Works Director Dennis Seurer.

ABSENT: none

1. **CALL TO ORDER:** The meeting was called to order by President Wann on December 17, 2007 at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Jirik to approve agenda as presented. Second by Jordan. Motion carried.
3. **MEETING MINUTES:** Motion by Bergquist to approve November 19, 2007 meeting minutes. Second by Jordan. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Bishop to approve claims for payment in the amount of \$239,891.91 and SMMPA claim of payment in the amount of \$360,255.40. Second by Bergquist. Motion carried.
5. **FINANCIAL REPORTS A-C:**
  - A. Investment Report – The investment report was presented for review and approval.
  - B. Financial Report – The financial report was presented for review and approval.
  - C. Kilowatt & Water Sales – The kilowatt and water sales were reviewed. No action needed.

Motion by Jordan to accept the Investment and Financial Reports as presented. Second by Bishop. Motion carried.
6. **SMMPA BOARD OF DIRECTORS MEETING; NOVEMBER 14, 2007:** Seurer presented minutes from the November 14, 2007 SMMPA Board of Directors meeting. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING; DECEMBER 12, 2007:** Seurer presented business that was discussed at the December 12, 2007 SMMPA Board of Directors Meeting.

8. **PAY REQUEST FOR WATER MAIN OVER SIZING:** Seurer presented a pay request from Witt Development for water main over sizing at Eastland Development and New Prague Commons in the amount of \$5,079.45 and \$4,542.05 respectively. After a discussion, a motion was made by Bishop to approve the pay request a presented. Second by Bergquist. Motion carried.
9. **2008 DRAFT WATER DEPARTMENT BUDGET:** Seurer presented and reviewed the 2008 Water Department Budget. After a discussion, a motion was made by Jirik to approve the 2008 Water Department budget as presented and recommend its approval by the City Council. Second by Bishop. Motion carried.
10. **2008 ELECTRIC DEPARTMENT BUDGET/COST OF SERVICE STUDY:** Seurer presented information regarding the 2008 Electric Department Budget and the cost of service study that is currently in progress. After a discussion, it was the consensus of the Commission to move forward with a 7% increase to the electric rates and to have DGR present three options regarding the reserve fund balances, as discussed.
11. **PROPOSED WRITE OFF FOR 2007:** The Commission reviewed a list of proposed write-offs for 2007. After a discussion, a motion was made by Bergquist to approve the list of write offs in the amount of \$7,573.98 for the Electric Department and \$3,636.13 for the Water Department as presented. Second by Bishop. Motion carried.
12. **OPERATIONS REPORT:** Seurer reported the following information:
  1. Bishop and Bergquist will be attending the APPA Legislative Rally in Washington, DC.
  2. Because of significant icing in the west water tower, staff has taken the tower out of service for the winter months.
  3. Third quarter Radium 226 and 228 results for well #4 were received and are above the Maximum Contaminate Level. Seurer will be submitting the Public Notice as required by the Department of Health informing the public that well #4 will be out of service, except for emergency purposes until the upgrade to Filter Plant #2 is completed.
  4. Due to a scheduling conflict with an APPA Conference, the Commission has changed the March Commission meeting to March 24, 2007.

With no further business, motion by Bishop to adjourn the meeting at 5:00 p.m. Second by Jordan. Motion carried.

**Attested:**  
**Dennis Seurer**