

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

11/19/07

The regular meeting of the New Prague Utilities Commission was held on November 19, 2007 at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

PRESENT: Commissioners Chuck Wann, Dan Bishop, and Richard Jordan.

OTHERS PRESENT: Public Works Director Dennis Seurer.

ABSENT: Jon Bergquist and Duane Jirik.

1. **CALL TO ORDER:** The meeting was called to order by President Wann on November 19, 2007 at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Bishop to approve agenda as presented. Second by Jordan. Motion carried.
3. **MEETING MINUTES:** Motion by Jordan to approve October 15, 2007 meeting minutes with the following correction, "Agenda Item 7) ~~Second by Bishop.~~ Second by Jordan." and approve the October 29, 2007 meeting minutes. Second by Bishop. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Bishop to approve claims for payment in the amount of \$312,290.94 and SMMPA claim of payment in the amount of \$357,139.32. Second by Jordan. 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 AND SMMPA MEMBER REPRESENTATIVES ANNUAL MEETING; OCTOBER 19, 2007:** Seurer presented minutes from the October 19, 2007 SMMPA Board of Directors meeting and the SMMPA Member Representatives Annual Meeting. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING; NOVEMBER 14, 2007:** Seurer presented business that was discussed at the November 14, 2007 SMMPA Board of Directors Meeting.

8. **WATER TREATMENT PLANT #2 PROJECT FINANCING:** Seurer presented a memo from Paul Donna of Northland Securities regarding the options to finance the upgrade to Filter Plant #2. After a discussion, a motion was made by Jordan to fund the Water Treatment Plant #2 upgrade with internal funds. Second by Bishop. Motion carried.
9. **EAST WATER TOWER INSPECTION REPORT:** Seurer gave information regarding this year's inspection of the East Water Tower that indicates a significant amount of paint has peeled off of the inside of the bowl. An estimated cost to sandblast and repaint the bowl is \$65,000.00. This project is included in the draft 2008 budget.
10. **2008 DRAFT WATER DEPARTMENT BUDGET:** Seurer presented and reviewed the 2008 Draft Water Department Budget. After a discussion, it was the consensus of the Commission to table this issue for the December meeting so that the full Board can act on it.
11. **WELL #6 PAY REQUEST:** Seurer presented the final pay request for the construction of Well #6 in the amount of \$15,514.69 to Mark J. Traut Wells, Inc. After a discussion, a motion was made by Bishop to approve the pay request as presented. Second by Jordan. Motion carried.
12. **APPA LEGISLATIVE RALLY:** Seurer presented information regarding the APPA Legislative Rally which will be held in Washington, D.C. on February 25 – 27, 2007. After a discussion, the consensus was to approve Seurer attend the Rally along with the Mayor and any Commissioners that wish to attend.
13. **EMPLOYEE MATTERS:** Seurer gave information on a letter he received from City Attorney Bob Alsop regarding an employee matter and his proposed response to that letter. After a discussion, it was the consensus to have Mr. Alsop send the letter as presented.
14. **OPERATIONS REPORT:** Seurer reported that the 2008 Electric Department Budget and the Electric Cost of Service will be presented at the December Commission Meeting for their review.

With no further business, motion by Bishop to adjourn the meeting at 4:50 p.m. Second by Jordan. Motion carried.

Attested:
Dennis Seurer