

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

October 17th, 2011

The regular meeting of the New Prague Utilities Commission was held on October 17th, 2011, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

ABSENT: None

OTHERS PRESENT: Public Works Director Dennis Seurer & Administrative Services Director Patty Solheid

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on October 17th, 2011, at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented. Second by Commissioner Busch. Motion carried.
3. **MEETING MINUTES:** Motion by Commissioner Busch to approve September 19th, 2011, meeting minutes, second by Commissioner Bishop. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Jordan to approve claims for payment in the amount of \$281,041.17 and SMMPA claim of payment in the amount of \$403,907.81. Second by Commissioner Bishop. 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.

Motion made by Commissioner Bishop to accept the Investment and Financial Reports as presented. Second by Commissioner Busch to accept the reports as presented. Motion carried.

6. **SMMPA BOARD OF DIRECTORS MEETING SEPTEMBER 14th, 2011:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the September 14th, 2011, SMMPA Board of Directors meeting. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING OCTOBER 14th, 2011:** Dennis Seurer informed the Commission of the business that was discussed at the October 14th, 2011, SMMPA Board of Directors meeting. No action needed.
8. **MMUA SAFETY PROGRAM:** The Commission was presented with the Safety Management Program from MMUA for the period of October 1, 2011 through September

30, 2012 at a cost of \$15,301.83. The cost of the program is divided among all city departments based on the number of employees per department. After a discussion a motion was made by Commissioner Bishop, seconded by Commissioner Busch to approve the MMUA Safety Management Program contract as presented. Motion carried.

9. **UTILITY BILLING CLERK:** Public Works Director Dennis Seurer informed the Commission that interviews for the vacant Utility Billing Clerk were recently conducted. After the interview process, staff chose Mr. Doug Hendley as their number one candidate. After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Busch to hire Doug Hendley for the Utility Clerk position effective November 15th, 2011. Motion carried.
10. **ELECTRIC SERVICE TERRITORY:** Public Works Director Dennis Seurer informed the Commission that staff will be meeting with Attorney Kaela Brennan on October 19th, 2011 to discuss the status of the property within the city limits that is being served by Xcel Energy.
11. **OPERATIONS REPORT:** Public Works Director, Dennis Seurer reported the following information:
 1. The electric department finished the installation of a fiber line from City Hall to the Waste Water Treatment facility.
 2. A letter was sent to rental property owners regarding the proposed “Customer Service Policy” requesting comments by November 1st, 2011. It is staff’s intention to take the Policy to the City Council for their consideration.

With no further business a motion by Commissioner Jordan to adjourn the meeting at 4:35 p.m., second by Commissioner Bishop. Motion carried.

Dennis Seurer