

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

November 21st, 2011

The regular meeting of the New Prague Utilities Commission was held on November 21st, 2011, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

ABSENT: Commissioners Chuck Wann

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

Prior to the meeting Doug Hendley the utility's new Billing Clerk was introduced to the Commission.

1. **CALL TO ORDER:** The meeting was called to order by Vice President Dan Bishop on November 21st, 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 Nickolay to approve November 21st, 2011, meeting minutes, second by Commissioner Jordan. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of \$389,045.27 and SMMPA claim of payment in the amount of \$387,483.12. Second by Commissioner Nickolay. 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 Busch to accept the Investment and Financial Reports as presented. Second by Commissioner Jordan. Motion carried.

6. **SMMPA BOARD OF DIRECTORS MEETING OCTOBER 14th, 2011:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the October 14th, 2011, SMMPA Board of Directors meeting. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING NOVEMBER 9th, 2011:** Dennis Seurer informed the Commission of the business that was discussed at the November 9th, 2011, SMMPA Board of Directors meeting. No action needed.
8. **2012 ELECTRIC DEPARTMENT BUDGET:** The Commission was presented with

the proposed 2012 Electric Department Budget for review. The proposed budget reflects a zero percent rate increase to all customer classes. After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Busch to approve the proposed 2012 Electric Department Budget as presented. The budget will be presented to the City Council for their consideration.

9. **2012 WATER DEPARTMENT BUDGET:** The Commission was presented with the proposed 2012 Water Department Budget for their review. The Commission reviewed and discussed several rate options that were presented. After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Busch to approve the proposed 2012 Water Department Budget as presented with a nine percent overall increase to water rates and to adjust the Capital Outlay to reflect a year end zero net income. Motion carried.

A residential customer that consumes the residential average monthly usage in the city will realize an increase of \$2.47 per month to their water bill. The 2012 budget will be forwarded to the City Council for their consideration.

10. **WEST TH19 TRAIL AND LIGHTING ENHANCEMENT PROJECT:** Public Works Director Dennis Seurer informed the Commission that due to anticipated increased construction cost estimates from our engineer for the West Truck Highway 19 Trail and Lighting Project the city is requesting that the Commission consider increasing their commitment towards the 20% matching grant from \$58,000 to approximately \$76,041 for the installation of decorative street lighting. Staff is working with our engineer to allow utility staff to perform the installation of the street lights which the labor would help offset the cost of the project. After a discussion a motion was made by Commissioner Busch, seconded by Commissioner Nickolay to increase the commitment for the trail and lighting project to \$76,041.
11. **ELECTRIC LINEMEN WAGE SCALE:** It was the consensus of the Commission to table this item due to time constraints. The item will be on the December agenda.
12. **ELECTRIC SERVICE TERRITORY:** The Commission was presented with a letter from Xcel Energy regarding their position on the two customers they serve within the utilities service territory. Staff will assess Xcel's response and report back to the Commission at a later date.
13. **OPERATIONS REPORT:** Public Works Director, Dennis Seurer reported the following information:
1. The APPA Legislative Rally is scheduled for March 12th through March 14th.
 2. The utility started accepting credit cards for utility payments.

With no further business a motion by Commissioner Jordan to adjourn the meeting at 5:35 p.m., second by Commissioner Busch. Motion carried.

Dennis Seurer