

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
December 19th, 2011**

The regular meeting of the New Prague Utilities Commission was held on December 19th, 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.

OTHERS PRESENT: Public Works Director Dennis Seurer

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on December 19th, 2011, at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented. Second by Commissioner Bishop. Motion carried.
3. **MEETING MINUTES:** Motion by Commissioner Bishop 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 as amended in the amount of \$330,818.90 and SMMPA claim of payment in the amount of \$386,229.62. 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 Jordan to accept the Investment and Financial Reports as presented. Second by Commissioner Busch. Motion carried.

6. **SMMPA BOARD OF DIRECTORS MEETING NOVEMBER 9th, 2011:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the November 9th, 2011, SMMPA Board of Directors meeting. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING DECEMBER 14th, 2011:** Dennis Seurer informed the Commission of the business that was discussed at the December 14th, 2011, SMMPA Board of Directors meeting. No action needed.
8. **LIABILITY COVERAGE WAIVER:** The Commission was presented with the Liability Waiver coverage form from the League of Minnesota Insurance Trust requesting the Utilities Commission to decide whether or not to consider waiving the statutory tort limits as stated in the waiver form. After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Bishop not to waive the monetary limits on municipal tort liability established by Minnesota Statutes §466.04. Motion carried.

9. **PROPOSED WRITE OFFS:** The Commission was presented with the proposed write-offs for 2011 in the amount of \$2,739.28 for electric and \$792.43 for water. After a discussion a motion was made by Commissioner Bishop, seconded by Commissioner Nickolay to approve the write-offs for 2011 as presented. Motion carried.
10. **ELECTRIC LINEMEN WAGE SCALE:** Public Works Director Dennis Seurer presented to the Commission information regarding the Electric Department's Linemen wages as they compare to neighboring utilities. City Administrator Mike Johnson was present to give the Commission an overview of the Local Government Pay Equity Act. After a discussion no action was taken.
11. **ELECTRIC SERVICE TERRITORY:** Staff is reviewing the cost effectiveness of acquiring the (2) two Xcel customers within the city limits.
12. **OPERATIONS REPORT:** Public Works Director Dennis Seurer reported the following information:
 1. Dennis Seurer will be attending an APPA Joint Action Agency Workshop January 8th through the 10th.
 2. The APPA Legislative Rally is scheduled for March 12th through March 14th, Paul Busch and Dennis Seurer will be attending.

With no further business a motion by Commissioner Bishop to adjourn the meeting at 5:15 p.m., second by Commissioner Busch. Motion carried.

Dennis Seurer