

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

February 22nd, 2011

The regular meeting of the New Prague Utilities Commission was held on February 22nd, 2011, at 3:31 p.m., at 118 Central Avenue North, New Prague, MN 56071.

PRESENT: Commissioners Richard Jordan, Jon Bergquist, Dan Bishop, and Chuck Nickolay.

ABSENT: Commissioner Chuck Wann

OTHERS PRESENT: Public Works Director Dennis Seurer, and City Council Member Shawn Ryan

1. **CALL TO ORDER:** The meeting was called to order by Vice President Bishop on February 22nd, 2011, at 3:31 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented. Second by Commissioner Bergquist. Motion carried.
3. **MEETING MINUTES:** Motion by Commissioner Nickolay to approve January 18th, 2011, meeting minutes, with the following amendment: #4 Seurer presented an invoice from TriBrothers in the amount of \$2,500 to be added to the accounts payable which make the total payables \$327,464.62. Second by Commissioner Jordan. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Bergquist to approve claims for payment in the amount of \$239,965.89 and SMMPA claim of payment in the amount of \$395,700.54. Second by Commissioner 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.

Motion made by Commissioner Bergquist to accept the Investment and Financial Reports as presented. Second by Commissioner Jordan. Motion carried.

6. **SMMPA BOARD OF DIRECTORS MEETING JANUARY 19th, 2011:** Public Works Director Dennis Seurer presented minutes from the January 19th, 2011, SMMPA Board of Directors meeting to the Commission. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING FEBRUARY 9th, 2011:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the February 9th, 2011, SMMPA Board of Directors meeting. No action needed.

8. **STAND-BY DUTY:** The Commission was presented with information regarding Stand-By Duty and compensation for the Water Department staff that responds to after hour calls. After a discussion a motion was made by Commissioner Bergquist, seconded by Commissioner Jordan to approve the Stand-By Duty Policy for the Water Department as presented. Motion carried.
9. **MMUA LEGISLATIVE RALLY:** The Commission was presented with information regarding the MMUA Winter Legislative Conference which will be held March 30th through April 1st for their information.
10. **APPA SAFETY AWARD:** The Commission was presented with a letter from APPA informing the Commission that the Electric Utility staff scored an incident rate of zero thus achieving first place of the APPA 2010 Safety Awards of Excellence.
11. **ELECTRIC SERVICE TERRITORY:** Public Works Director Seurer informed the Commission of the business that was discussed at the MMUA meeting he attended on January 27, 2011; the focus of the meeting was to discuss service territory issues facing utilities state wide.
12. **OPERATIONS REPORT:** Public Works Director, Dennis Seurer reported the following information:
 1. Engine #4 is back in service.
 2. Is working with the City Attorney regarding the ability to assess rental property owners that have delinquent utility accounts.
13. **OTHER BUSINESS:** Public Works Director, Seurer informed the Commission of a scheduling conflict regarding the March 21st, Commission meeting. After a discussion it was the consensus of the Commission to move the March 21st meeting to March 28th, 2011.

With no further business a motion by Commissioner Jordan to adjourn the meeting at 4:42 p.m., second by Commissioner Bergquist. Motion carried.

Dennis Seurer