

**NEW PRAGUE UTILITIES COMMISSION  
MEETING MINUTES**

**May 16<sup>th</sup>, 2011**

The regular meeting of the New Prague Utilities Commission was held on May 16<sup>th</sup>, 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, Kyle Meyers from Abdo, Eick and Meyers LLP, Joe Lambrecht and Craig Sindelar.

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on May 16<sup>th</sup>, 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 Jordan to approve April 18<sup>th</sup>, 2011, meeting minutes, Second by Commissioner Nickolay. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of \$323,646.81 and SMMPA claim of payment in the amount of \$354,654.56. 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 Bishop to accept the Investment and Financial Reports as presented. Second by Commissioner Busch. Motion carried.

6. **YEAR-END AUDIT REPORT:** Kyle Meyers of Abdo Eick and Meyers LLP was present to review and discuss the 2010 annual audit report for the Electric and Water Departments. After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Bishop to accept the 2010 Year-End Audit Report as presented. Motion carried.
7. **SMMPA BOARD OF DIRECTORS MEETING APRIL 13<sup>th</sup>, 2011:** Dennis Seurer presented minutes from the April 13<sup>th</sup>, 2011, SMMPA Board of Directors meeting. No action needed.

8. **SMMPA BOARD OF DIRECTORS MEETING MAY 11<sup>th</sup>, 2011:** Dennis Seurer informed the Commission of the business that was discussed at the May 11<sup>th</sup>, 2011, SMMPA Board of Directors meeting. No action needed.
9. **ELECTRIC SERVICE TERRITORY:** Seurer informed the Commission that the staff met with a representative from Xcel Energy to discuss the acquisition of two (2) customers located on the western portion of the City. Since that time staff has received a compensation calculation for “lost revenues” from Xcel Energy which totaled \$23,345. Staff discussed the issue with attorney Kaela Brennan of McGran Shea; Kaela believes Xcel Energy’s position on compensation is inconsistent with the state law and is recommending the Commission notify Xcel Energy of our concerns. After a discussion a motion was made by Commissioner Nickolay, seconded by Commissioner Busch to authorize staff to inform Xcel Energy of the Commission’s position per legal council’s recommendation. Motion carried.
10. **DONATION REQUEST FOR THE FILLING OF THE COMMUNITY POOL:** The Commission was presented with a request from Amy Eich, Director of Community Services, requesting a donation of water for the initial filling of the Community swimming pool. After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Bishop to donate water for the initial filling of the Community swimming pool. Motion carried.
11. **WATER TOWER LEASE AGREEMENT:** Staff presented the proposed lease agreement with American Messaging for leasing space on the City’s east water tower for the purpose of mounting antenna equipment. After discussion a motion was made by Commissioner Busch, seconded by Commissioner Bishop to approve the lease agreement as presented. Motion carried.
12. **DELINQUENT BILLING ISSUE:** The Commission was presented with an email from Joe Lambrecht which outlined the issues that were discussed at Committee meeting that was held on May 3, 2011. After a discussion it was the consensus of the Commission to have staff continue to look into the following issues; the amount of the deposit; the length of time the Commission should hold the deposit, eliminating the provision of a letter of credit from the previous utility provider, getting final bills out earlier, third party notices and delinquent bill collection options such as collection companies and the MN Recapture Program.
13. **OPERATIONS REPORT:** Public Works Director, Dennis Seurer reported the following information:
  1. The water department repaired a water main break on West Main Street on April 28<sup>th</sup>, 2011.
14. **OTHER BUSINESS:** A motion was made by Commissioner Busch, seconded by Commissioner Nickolay to go into closed session for the purpose of discussing a customer issue. Motion carried. After discussion a motion was made by Commissioner Busch, seconded by Commissioner Nickolay to come out of the closed session. Motion carried.

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

**Dennis Seurer**