

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

June 20th, 2011

The regular meeting of the New Prague Utilities Commission was held on June 20th, 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 June 20th, 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 May 16th, 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 \$307,572.02 and SMMPA claim of payment in the amount of \$358,115.51. 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 Jordan to accept the Investment and Financial Reports as presented. Second by Commissioner Busch. Motion carried.

6. **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 31, 2011. Discussion was held regarding what the amount of a residential class deposit should be going forward and how long the deposit should be held for. After a discussion it was the consensus of the Commission directing staff to move forward with a proposed \$300 deposit and to hold the deposit for a 24 month penalty free period. These items will be included in the modification of the Utility's proposed Deposit Policy and application for Utility Services that staff is currently working on and will be bringing back to the Commission for their review.

7. **SMMPA BOARD OF DIRECTORS MEETING MAY 11th, 2011:** Dennis Seurer presented minutes from the May 11th, 2011, SMMPA Board of Directors meeting. No action needed.
8. **SMMPA BOARD OF DIRECTORS SPECIAL MEETING MAY 24th, 2011:** Dennis Seurer informed the Commission of the business that was discussed at the May 24th, 2011, SMMPA Board of Directors meeting. No action needed.
9. **SMMPA BOARD OF DIRECTORS MEETING JUNE 8th, 2011** Dennis Seurer presented minutes from the June 8th, 2011, SMMPA Board of Directors meeting. No action needed.
10. **ELECTRIC SERVICE TERRITORY:** The Commission was presented with a letter from the Utility's Attorney Kaela Brennan to Xcel Energy regarding the two (2) customers that Xcel is currently serving but is located within the utility's service territory. As of this meeting we have not heard a response back from Xcel Energy regarding this issue.
11. **WATER LEAK SURVEY RESULTS:** The Commission was presented with the results of the water leak survey that was recently conducted. All the hydrant leaks listed in the survey were repaired by staff. Staff is also working with the owners of the three (3) remaining service leaks to get the leaks repaired in a timely manner.
12. **OPERATIONS REPORT:** Public Works Director, Dennis Seurer reported the following information:
 1. The MMUA Summer Conference is scheduled for August 22nd through the 24th.
 2. Presented the results of a utility rate survey that was recently performed by I & S Engineering.
 3. Presented a power point presentation from SMMPA for Commission and Council.

With no further business a motion by Commissioner Bishop to adjourn the meeting at 4:50 p.m., second by Commissioner Busch. Motion carried.

Dennis Seurer