

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES**

July 18th, 2011

The regular meeting of the New Prague Utilities Commission was held on July 18th, 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 July 18th, 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 June 20th, 2011, meeting minutes, Second by Commissioner Busch, with the following amendment that at the June 20th meeting a motion to adjourn the meeting was made by Commissioner Bishop. Minutes were changed to reflect motion. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Jordan to approve claims for payment in the amount of \$298,251.14 and SMMPA claim of payment in the amount of \$416,754.49. 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 JULY 13th, 2011:** Dennis Seurer informed the Commission of the business that was discussed at the July 13th, 2011, SMMPA Board of Directors meeting. No action needed.
7. **CREDIT CARD OPTIONS FOR UTILITY BILL PAYMENTS:** The Commission was presented with information for accepting credit cards as an option for payment of utility bills. After a discussion it was the consensus of the Commission to have staff further investigate the terms of the contract with the city attorney and report back to the Commission at their next meeting.

- 8. CUSTOMER SERVICE POLICY AND APPLICATION FOR UTILITY SERVICES:** The Commission was presented a draft of the proposed Customer Service Policy and Application for Utility Services for their review and input. After a discussion it was the consensus of the Commission to have staff make the suggested changes and forward it to the City Attorney for his review and comments.
- 9. ELECTRIC SERVICE TERRITORY:** Dennis Seurer informed the Commission that he received an email from our attorney today stating that she received a notice from Xcel Energy that they will be addressing the two (2) customers in question this week.
- 10. OPERATIONS REPORT:** Public Works Director, Dennis Seurer reported the following information:
 1. Three (3) staff members assisted Le Sueur Utilities with restoration of electricity.
 2. The Utility's digger derrick truck was believed to be struck by lightning on Friday, July 15th which caused damage to the electrical system of the truck.

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

Dennis Seurer