

**NEW PRAGUE UTILITIES COMMISSION  
MEETING MINUTES  
September 19<sup>th</sup>, 2011**

The regular meeting of the New Prague Utilities Commission was held on September 19<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

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on September 19<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 Nickolay to approve August 15<sup>th</sup>, 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 \$289,214.66 and SMMPA claim of payment in the amount of \$470,162.71. 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 Bishop to accept the reports as presented and staff report back on the details regarding the transfer of funds line item. Motion carried.

6. **SMMPA BOARD OF DIRECTORS MEETING AUGUST 10<sup>th</sup>, 2011:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the August 10<sup>th</sup>, 2011, SMMPA Board of Directors meeting. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING SEPTEMBER 14<sup>th</sup>, 2011:** Dennis Seurer informed the Commission of the business that was discussed at the September 14<sup>th</sup>, 2011, SMMPA Board of Directors meeting. No action needed.
8. **CUSTOMER SERVICE POLICY:** The Commission was presented with the proposed “Customer Service Policy”, “Application for Service”, and the “Third Party Program”. After review and discussion a motion was made by Commissioner Nickolay, seconded by

Commissioner Jordan to approve the “Customer Service Policy”, “Application for Service”, and the “Third Party Program” as presented. Motion carried. After further discussion it was the consensus of the Commission to have staff inform the representatives of the rental properties that the policy is completed and set up time to meet with them to receive their comments.

9. **CREDIT CARDS:** The Commission was presented with information regarding the acceptance of credit cards for paying utility bills. Due to several concerns regarding the contract from ETS staff recommended that the Commission consider using Wells Fargo as the processing agent. Staff also informed the Commission that city attorney Scott Riggs reviewed the contract from Wells Fargo and recommended to staff to utilize Wells Fargo since they are the Commission’s business bank.

After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Busch to use Wells Fargo as the processing agent for the use of accepting credit cards for utility payments. Motion carried. At this time Master Card and Visa are the two credit cards that will be accepted.

10. **HEAT SHARE PROGRAM:** The Commission was presented with information from the Salvation Army regarding the Commission’s participation in the heat share program after a discussion a motion was made by Commissioner Bishop, seconded by Commissioner Nickolay to participate in the Heat Share Program as presented. Motion carried.
11. **URGE TEST RESULTS:** The Commission was presented with the results of the recent URGE tests that were taken at the generation plant for their information.
12. **REQUEST FROM GREG BARK:** The Commission was presented with a letter from Greg Bark requesting the Commission’s consideration to credit his utility bill in the amount of \$165.30 for work that was done to locate the water service leak that was repaired on his property. Mr. Bark requested that the utility take care of repairing the leak and to bill him accordingly. Staff contracted with Water Conservation Services Inc., to pin point the location of the leak to avoid potential significant excavation costs associated with repairing the leak.

After a discussion a motion was made by Commissioner Bishop, seconded by Commissioner Busch to respectfully deny Mr. Bark’s request based on the information that was presented. Motion carried. Staff will send Mr. Bark a letter stating the results of the Commission’s decision.

13. **SMMPA ANNUAL MEETING:** The Commission was presented with information regarding the SMMPA Annual Meeting which will be held October 13<sup>th</sup> and 14<sup>th</sup> for their information.
14. **PURCHASE OF INVENTORY:** The Commission was presented with information that high voltage wire supplier had an excess of wire remaining on inventory for 2011 and is offering it on a first come basis at a discounted price. The wire would be used in 2012 as part of the proposed 2012 street reconstruction project. After a discussion a motion was made by Commissioner Bishop, seconded by Commissioner Busch to purchase the wire if still available. Motion carried.

- 15. ELECTRIC SERVICE TERRITORY:** The Commission was informed that the City Council discussed the issue at their recent retreat and considers the issue as a high priority to address.
- 16. OPERATIONS REPORT:** Public Works Director, Dennis Seurer reported the following information:
1. Chart Industries has indicated that they are currently not interested in purchasing the Electric Distribution building.
  2. Public Power is the week of October 2<sup>nd</sup> through the 8<sup>th</sup>; line department staff will be conducting electric safety classes to 4<sup>th</sup> grade students and the office staff will be distributing trinkets out to customers that come in and pay their utility bills.
  3. SMMPA is moving forward with the repairs of the generation's south cooling tower, estimated repairs are \$47,000.
  4. Commissioner Busch and Public Works Director Dennis Seurer attended the MMUA Summer Conference.

With no further business a motion by Commissioner Bishop to adjourn the meeting at 5:12 p.m., second by Commissioner Nickolay. Motion carried.

**Dennis Seurer**