

**NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
September 24th, 2012**

The regular meeting of the New Prague Utilities Commission was held on September 24th, 2012, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

PRESENT: Commissioners Chuck Wann, Richard Jordan, Dan Bishop, and Paul Busch

OTHERS PRESENT: Public Works Director Dennis Seurer, Administrative Services Director Patty Solheid, and City Administrator Mike Johnson

ABSENT: Chuck Nickolay.

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on September 24th, 2012, at 3:30 p.m.
2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented. Second by Commissioner Bishop. Motion carried.
3. **MEETING MINUTES:** Motion by Commissioner Jordan to approve the August 13th, 2012, meeting minutes, second by Commissioner Busch. Motion carried.
4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of \$412,824.85 and SMMPA claim of payment in the amount of \$486,039.35. 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 Reports for August were presented for review and approval.
 - C. Kilowatt & Water Sales – The kilowatt and water sales were reviewed.

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

6. **SMMPA BOARD OF DIRECTORS MEETING AUGUST 8th, 2012:** Public Works Director Dennis Seurer presented minutes from the August 8th, 2012, SMMPA Board of Directors meeting for their information. No action needed.
7. **SMMPA BOARD OF DIRECTORS MEETING SEPTEMBER 13th, 2012:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the September 13th, 2012, SMMPA Board of Directors Meeting.

8. **WATER AND ELECTRIC RATE STUDY:** The Commission was presented with a Water and Electric Rate Comparison Study that was conducted by the Owatonna Public Utilities for their information
9. **MMUA SAFETY PROGRAM CONTRACT:** The Commission was presented with the MMUA Safety Program contract for the period of October 1, 2012 through September 30, 2013. After a discuss a motion was made by Commissioner Bishop, seconded by Commissioner Busch to approve the Safety Program in the amount of \$15,651.83 as presented. Motion carried.
10. **WATER FILTER PLANT #1 BUILDING:** The Commission was presented with a report from LSEngineers Inc., regarding the building structure of filter plant #1. The investigative report indicates that the building roof is in need of replacement and the walls are also distressed. The Commission was also presented with a proposal from Jon Peterson of Bolton and Menk. The proposal would develop short term alternatives for remedial repair of the roof structure with detailed cost estimates along with long term alternatives and associated cost estimates. After a discussion a motion was made by Commissioner Jordan, seconded by Commissioner Bishop to approve the proposal from Bolton and Menk at a not to exceed fee of \$5,000. Motion carried.
11. **SMMPA ANNUAL MEETING:** The Commission was presented with information regarding the SMMPA annual meeting which will be held October 18 and 19.
12. **ELECTRIC SERVICE TERRITORY:** Public Works Director Dennis Seurer informed the Commission that Commissioner Wann, Commissioner Nickolay and Public Works Director Dennis Seurer met with MVEC's General Manager Roger Geckler along with MVEC Board members Michelle Morrisor and Tom Graham on August 30th to discuss the Electric Service Territory agreement and informed them that it is the intention of the Utilities Commission to provide electric service to all areas within the City limits of New Prague. After a discussion it was the consensus of the Commission to have staff draft a letter to MVEC indicating that it is still the intention of the Utilities Commission to provide electric service to all residents within the City limits of New Prague per state statue when the current agreement with MVEC expires. If the MVEC Board wishes to have the Commission consider other viable options, MVEC should make those options available for review by December 1, 2012.
13. **OPERATIONS REPORT:** The Commission was informed of the following:
 1. The water department's well #3 experienced a failure and staff is working with Keys Well Drilling to pull the well and determine the cause of the failure. Estimated cost to do so is \$12,832.50.
 2. The trail project adjacent to Highway 19 is substantially completed and staff will report back to the Commission with a detailed cost report.
12. **OTHER BUSINESS:**
 1. Discussion was held regarding the replacement of the Public Works Directors position. After the discussion it was the consensuses of the commission to have President Wann draft a letter to the City Council and City Administrator outlining their recommendations. Commissioner Jordan departed the meeting at 5:10 pm City Administrator Mike Johnson joined the meeting at 5:15 pm to continue the

discussion. After further discussion, President Wann informed Mr. Johnson that the commission will be submitting their recommendation to the City Council for their review and consideration at the October 1st City Council meeting.

With no further business a motion was made by Commissioner Bishop, to adjourn the meeting at 5:52 pm, seconded by Commissioner Busch. Motion carried

Dennis Seurer