



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, June 30, 2025 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission Vice President Chuck Nickolay on Monday, June 30th, 2025 at 3:30 p.m.

Commissioner Present: Chuck Nickolay, Tom Ewert, Paul Busch and Bruce Wolf

Commissioners Absent: Dan Bishop

Staff Present: General Manager Bruce Reimers, OES Ken Zweber and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the agenda as presented.

Motion carried (4-0)

3. APPROVAL OF MINUTES

a. May 27, 2025 Meeting Minutes

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve the May minutes as presented.

Motion carried (4-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$166,904.11** and the SMMPA billing of **\$506,446.53**.

Motion made by Commissioner Busch, seconded by Commissioner Ewert, to approve the accounts payable as presented.

Motion carried (4-0)

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the financial reports as presented.

Motion carried (4-0)

6. APPROVAL OF UTILITY BILLING SPECIALIST POSITION

a. Approval to Hire for Utility Billing Specialist Position

GM Reimers and Finance Director Pikal informed the Commission that Leah Stender had resigned her position as accounting technician effective June 20. The city had posted the opening internally which led to the current Utility billing specialist applying for that position. Therefore, Utilities is needing to backfill the

Billing specialist position. Management staff reached out previous candidates that had applied for the Utility billing position in the fall of 2024 and is recommending that the Commission approve the hiring of Tara Thielen with the stipulation that the City council approves the hire of the Accounting Technician at the July 7th council meeting.

A motion was made by Commissioner Nickolay and seconded by Commissioner Wolf, approving the hiring of Tara Thielen with a start date of July 29.

Motion carried (4-0)

7. LEAD WATER SERVICE LINE REPLACEMENTS

a. Resolution #25-06-30-01 - Advertisement for Bids

GM Reimers informed the Commission that SEH had completed the bidding specifications for the replacement of approximately 18 lead services and recommended that the Commission approve advertisement of public bids to complete the project.

A motion was made by Commissioner Wolf and seconded by Commissioner Ewert, approving the plans and specifications and to authorize advertisement for public bid.

Motion carried (4-0)

8. SMMPA BOARD OF DIRECTORS MEETING

a. May 14, 2025 included in packet

GM Reimers informed the Commission of the following from the June 12th SMMPA board meeting:

-SMMPA reviewed short term borrowing RFP'S

-They went over some pre-payment opportunities that might be offered in the future to even out rate fluctuations

9. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission on the following:

-Good progress is being made on the generation expansion and will likely have bid specifications ready for site work at the July meeting

-Working with SEH and Bolton & Menk on engineering proposal to repair the filter tank at filter plant #3

-Services have been energized to the Bohemia Flats54-unit apartment building

10. OTHER BUSINESS

None

11. ADJOURNMENT

Motion by Commissioner Nickolay, seconded by Commissioner Busch, to adjourn the meeting at 4:14 pm.

Respectfully Submitted,

Bruce Reimers
General Manager