



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Tuesday, May 28, 2024 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Tuesday, May 28, 2024, at 3:30 p.m.

Commissioners present: Dan Bishop, Dick Jordan, Tom Ewert, Paul Busch, and Bruce Wolf
Staff present: GM Bruce Reimers, EOS Ken Zweber, and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

Motion made by Commissioner Jordan, seconded by Commissioner Ewert, to approve the agenda as presented. Motion carried (5-0).

3. APPROVAL OF MINUTES

a. April 29, 2024, Utilities Meeting Minutes

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the April minutes. Motion carried (5-0).

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$83,781.99** and the SMMPA billing of **\$479,805.51**.

Motion made by Commissioner Busch, seconded by Commissioner Jordan, to approve the SMMPA and utility bills. Motion carried (5-0).

5. FINANCIAL REPORTS

- a. Investment Report
- b. Financial Report
- c. Water and Kilowatt Hours Sales

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the financial reports as presented. Motion carried (5-0).

6. INTRODUCTION OF BILLING CLERK

GM Reimers and Finance Director Pikal introduced Samantha Geyer as the new hire for the Billing Clerk position. Her first day was May 21, 2024.

7. APPROVAL OF DEVELOPER SERVICE AGREEMENTS

- a. Residential Development Street Light Agreement
- b. Residential Developer Electric Service Agreement
- c. Commercial & Industrial Electric Service Agreement

GM Reimers reviewed developer service agreements that will be used to inform developers and customers of costs associated with providing services to new developments and commercial services.

Motion made by Commissioner Bishop, seconded by Commissioner Jordan, adopting the agreements as presented. Motion carried (5-0).

8. REVIEW OF 2023 AUDIT

- a. Abdo Presentation
- b. NPUC Audited Financials
- c. 2023 Final Executive Governance Summary

Finance Director Pikal and GM Reimers reviewed the 2023 financial audit with the commission and informed the commission that there was no significant audit findings but did mention the need for internal control oversight by the commission and Council due to ability to segregate duties because of staffing limitations.

9. SMMPA BOARD OF DIRECTORS MEETING

- a. April 10, 2024
- b. May 9, 2024 (Bruce)

GM Reimers informed the commission on the following:

- SMMPA staff reviewed the energy capacity concerns due to changes made in the MISO footprint and seasonal outages. SMMPA is forecasting the need to add more generation to back up renewable energy resources and to cover the 100% renewable energy mandates that will be coming into effect in coming years.

10. GENERAL MANAGER'S REPORT

GM Reimers reported on the following:

- Both electric and water departments have been working in the northwest section of the town in conjunction with contractors of the 2024 CIP project.
- Information was shared with the commission on the replacement of well #2. GM Reimers stated that the Minnesota Department of Health had informed the utility that it was okay to replace the pump and that the pump and piping that had been dropped in the cavity can be left in place. Key's Well Drilling will be replacing the pump at no cost to the utility.
- GM Reimers informed the commission that he would recommend that the utility no longer allow the Cub Scouts to use the space in the warehouse located north of the power plant and that the space is needed to store wire due to the requirement of having to keep more wire on hand. The commission agreed and a motion was made by Commissioner Bishop and seconded by Commissioner Busch to inform the Cub Scouts that they will need to remove their equipment from the building preferably by this fall but no later than December 31, 2024. Motion carried (5-0).

11. OTHER BUSINESS

None.

12. ADJOURNMENT

Motion made by Commissioner Jordan, seconded by Commissioner Busch, to adjourn the May 28, 2024, meeting at 4:37 p.m. Motion carried (5-0).

NEXT COMMISSION MEETING – Monday, June 24, 2024

Respectfully Submitted,

Bruce Reimers
General Manager