



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, January 29, 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 Monday, January 29, 2024, at 3:29 p.m.

Commissioners present: Dan Bishop, Dick Jordan, Tom Ewert, and Bruce Wolf

Commissioners absent: Paul Busch

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. Motion carried (4-0).

3. APPROVAL OF MINUTES

a. December 27, 2023, Utilities Meeting Minutes

Motion made by Commissioner Ewert, seconded by Commissioner Jordan, to approve the December minutes. Motion carried (4-0).

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$1,076,848.82** and the SMMPA billing of **\$523,375.89**. Motion made by Commissioner Jordan, seconded by Commissioner Ewert, to approve the SMMPA and utility bills. Motion carried (4-0).

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Ewert and seconded by Commissioner Wolf to approve the financial reports as presented. Motion carried (4-0).

6. APPROVAL OF 2023 PROPOSED WRITE-OFF'S

a. Water

Motion made by Commissioner Bishop, seconded by Commissioner Jordan, to approve the 2023 bad debt write-off's for the water department in the amount of \$.10. Motion carried (4-0).

7. ADOPTING THE NEW PRAGUE UTILITY COMMISSION'S DISTRIBUTED ENERGY RESOURCE INTERCONNECTION PROCESS AND AVERAGE RETAIL UTILITY ENERGY RATE

a. Schedule 1 & Schedule 2

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, approving the 2024 distributed energy average retail energy rates. Motion carried (4-0).

8. APPROVAL OF 2024 WATER CAPITAL EQUIPMENT EXPENDITURE

a. Chevrolet Silverado 3500

GM Reimers reviewed the budgeted equipment replacement schedule for the water department and recommended the Commission except the bid from Jeff Belzer's in the amount of \$47,070 for the purchase of a 2024 Chevrolet 3500 truck. Motion made by Commissioner Wolf, seconded by Commissioner Jordan, to accept the bid. Motion carried (4-0).

9. APPROVAL OF OFFICIAL CITY DEPOSITORIES

a. First Bank & Trust of New Prague, Minnwest of New Prague, Wells Fargo Bank N.A. of New Prague, Wells Fargo Advisors of New Prague, and Minnesota Municipal Money Market Fund (4M Fund)

Motion made by Commissioner Ewert and seconded by Commissioner Jordan to approve the depositories as presented. Motion carried (4-0).

10. APPROVAL OF OFFICIAL NEWSPAPER

a. New Prague Times

Motion made by Commissioner Wolf, seconded by Commissioner Ewert, approving the New Prague Times as the official newspaper. Motion carried (4-0).

11. ELECTION OF UTILITIES COMMISSION OFFICERS

- a. President/Chairman
- b. Vice President
- c. Secretary
- d. Treasurer

Motion made by Commissioner Wolf, seconded by Commissioner Ewert, to keep the Commission officers the same in 2024, with Dan Bishop as President, Dick Jordan as Vice President, Paul Busch as Treasurer, and GM Reimers taking care of the secretary duties. Motion carried (4-0).

12. PROFESSIONAL SERVICES WATER MODELING STUDY

a. Bolton & Menk

GM Reimers reviewed a proposal by Bolton & Menk for a professional services water modeling study that will provide information on what will be needed as the city grows or if there are current deficiencies that will need to be addressed in the coming years. A motion was made by Commissioner Ewert and seconded by Commissioner Jordan approving the professional services study in the amount of \$29,826. Motion carried (4-0).

13. SMMPA BOARD OF DIRECTORS MEETING

a. December 13, 2023

Information only; no action needed.

14. GENERAL MANAGER'S REPORT

GM Reimers reported on the following:

- Water department staff have been working with the contractor that replaced water mains on 10th Ave to try to find the source of a leak at the intersection of 10th Ave and 3rd St. No leak was found and staff will continue to monitor the area. GM Reimers informed the commission that the work performed is under warranty for one year.
- Electric department staff have been working with the engineering firm DGR to develop a feasibility study to add more generation capacity to the utilities generation fleet.

15. OTHER BUSINESS

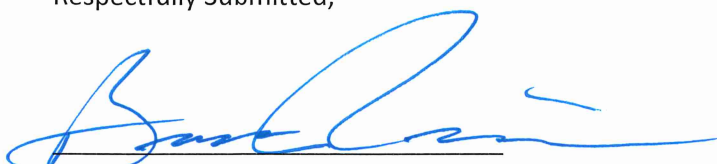
Commissioner Jordan thanked staff for information that was provided to him to help a customer better understand the lead and copper testing that the city has been doing in conjunction with the Minnesota Department of Health.

16. ADJOURNMENT

Motion made by Commissioner Jordan, seconded by Commissioner Ewert to adjourn the January 29, 2024, meeting at 4:41 p.m. Motion carried (4-0).

NEXT COMMISSION MEETING – Monday, February 26, 2024

Respectfully Submitted,



Bruce Reimers
General Manager